

SOUTHERN CALIFORNIA



**ASSOCIATION of
GOVERNMENTS**

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Los Angeles County: Yvonne Brathwaite Burke, Los Angeles County • Zev Yaroslavsky, Los Angeles County • Jim Aldinger, Manhattan Beach • Harry Baldwin, San Gabriel • Paul Bowlen, Cerritos • Tony Cardenas, Los Angeles • Margaret Clark, Rosemead • Gene Daniels, Paramount • Mike Dispenza, Palmdale • Judy Dunlap, Inglewood • Rae Gabelich, Long Beach • Eric Garcetti, Los Angeles • Wendy Greuel, Los Angeles • Frank Gurule, Cudahy • James Hahn, Los Angeles • Janice Hahn, Los Angeles • Isadore Hall, Compton • Tom LaBonge, Los Angeles • Martin Ludlow, Los Angeles • Llewellyn Miller, Claremont • Cindy Miskowski, Los Angeles • Paul Nowatka, Torrance • Pam O'Connor, Santa Monica • Alex Padilla, Los Angeles • Bernard Parks, Los Angeles • Jan Perry, Los Angeles • Beatrice Proo, Pico Rivera • Ed Reyes, Los Angeles • Greig Smith, Los Angeles • Dick Stanford, Azusa • Tom Sykes, Walnut • Paul Talbot, Alhambra • Sidney Tyler, Pasadena • Tonia Reyes Uranga, Long Beach • Antonio Villaraigosa, Los Angeles • Dennis Washburn, Calabasas • Jack Weiss, Los Angeles • Bob Yousefian, Glendale • Dennis Zine, Los Angeles

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Riverside County: Marion Ashley, Riverside County • Thomas Buckley, Lake Elsinore • Bonnie Flickinger, Moreno Valley • Ron Loveridge, Riverside • Greg Pettis, Cathedral City • Ron Roberts, Temecula

San Bernardino County: Paul Biane, San Bernardino County • Bill Alexander, Rancho Cucamonga • Edward Burghon, Town of Apple Valley • Lawrence Dale, Barstow • Lee Ann Garcia, Grand Terrace • Susan Longville, San Bernardino • Gary Ovitt, Ontario • Deborah Robertson, Rialto

Ventura County: Judy Mikels, Ventura County • Glen Becerra, Simi Valley • Carl Morehouse, San Buenaventura • Toni Young, Port Hueneme

Riverside County Transportation Commission: Robin Lowe, Hemet

Ventura County Transportation Commission: Bill Davis, Simi Valley

559-1216/04

No. 459 MEETING OF THE

REGIONAL COUNCIL

**Thursday, January 6, 2005
12:30 p.m. – 2:00 p.m.**

**SCAG Offices
818 W. 7th Street, 12th Floor
San Bernardino Conference Room
Los Angeles, California 90017
213.236.1800**

Agenda Enclosed

**Agendas and Minutes for the
Regional Council are also available at
www.scag.ca.gov/committees/rc.htm**

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Shelia Stewart at 213.236.1868 or stewart@scag.ca.gov.

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. If you require such assistance, please contact SCAG at 213.236.1868 at least 72 hours in advance of the meeting to enable SCAG to make reasonable arrangements. To request documents related to this document in an alternative format, please contact 213.236.1868.

REGIONAL COUNCIL

AGENDA

	<i>PAGE #</i>	<i>TIME</i>
1.0 <u>CALL TO ORDER & PLEDGE OF ALLEGIANCE</u>	Councilmember Roberts, President	
2.0 <u>PUBLIC COMMENT PERIOD</u> – Members of the public desiring to speak on items on the agenda, or items not on the agenda, but within the purview of the Council, must fill out and present a speaker's card to the Executive Assistant prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The President may limit the total time for all comments to twenty minutes.		
3.0 <u>CONSENT CALENDAR</u>		
3.1 <u>Approval Items</u>		
3.1.1 <u>Approve Minutes of Nov 4., 2004 Attachment</u>	01	
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• Parsons Brinckerhoff	10	
• Cambridge Systematics	12	
• Network Infrastructure Upgrade Project (Mailed sent under separate cover)		
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3.1.4 <u>Approval of AMPO 2005 Membership Dues of \$18,750 Attachment</u>	16	
3.1.5 <u>Approval of FAA System Planning Grant Application Attachment</u>	19	
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REGIONAL COUNCIL

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3.1.7 <u>2005 California Federal Delegation</u> <u>Reception for an amount not to exceed</u> <u>\$5,500 Attachment</u>	26	
3.1.8 <u>Approval of Amendment to SCAG</u> <u>Employee Travel Policy</u> <u>Attachment</u>	28	
3.1.9 <u>Ratify the following actions taken by the</u> <u>Executive Committee on December 2, 2004</u>		
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• BlueStar Solutions	38	
• Digital Mapping	40	
• Indian Justice Center	42	
<u>Approve Amending SCAG's Conflict</u> <u>of Interest Code Attachment</u>	44	
<u>Approve Sponsorship of the 2005 Clean</u> <u>Cities Conference & Expo Attachment</u>	51	
<u>Approve Co-Sponsorship of a Environmental</u> <u>Streamlining Conference for \$10,000 and Approve</u> <u>amending the OWP to allow funding to be taken</u> <u>from the Environmental Planning Work Element</u> <u>Attachment</u>	58	
<u>Approve Co-Sponsorship of Congress for</u> <u>New Urbanism Conference for \$5,000.</u> <u>Funding to be taken from Growth Visioning</u> <u>work element Attachment</u>	59	
<u>Approve Proposed Work Plan for Transit</u> <u>Operator Agreements Attachment</u>	60	



REGIONAL COUNCIL

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<u>Approve expenditure of \$2,500 from the General Fund for the Peer Recognition Program Attachment</u>	63	
<u>Approve the 2005 State & Federal Legislative Program Attachment</u>	68	
<u>Approve request that the RHNA allocation process Be coordinated with the RTP update Attachment</u>	81	
3.2 <u>Receive & File</u>		
3.2.1 <u>Contracts & PO between \$5,000 - \$25,000 Attachment</u>	83	
3.2.2 <u>SCAG Congressional and Legislative Representatives for the new sessions Attachment</u>	84	
4.0 <u>PRESIDENT'S REPORT</u>		
4.1 <u>Recognition of Outgoing Members</u>		
4.2 <u>Appointments</u>		
4.3 <u>Consensus trip to Washington, DC</u>		
4.4 <u>EXECUTIVE DIRECTOR'S REPORT</u>		
5.0 <u>ACTION ITEMS</u>		
5.1 <u>Administration Committee Report</u>		Councilmember Dixon, Chair
5.1.1 <u>Shanghai Maglev Demonstration Trip Attachment</u>	91	
Recommended Action: Approve Participation		



REGIONAL COUNCIL

AGENDA

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<u>Administration Committee Report – Cont/d</u>		
5.1.2 <u>Resolution to IVAG Subregion Attachment</u>	93	
Recommended Action: Approve Resolution #04-459-1		
5.2 <u>Council Development & Nominating Committee Report</u>	President Roberts Chair	
5.2.1 <u>Election of 2nd Vice President</u>		
Recommended Action: Approve		
5.3 <u>Transportation & Communication Committee (TCC) Report</u>	Councilmember Garcia, Chair	
5.4 <u>Energy & Environment Committee (EEC) Report</u>	Councilmember Clark, Vice Chair	
5.5 <u>Community & Human Development Committee (CEHD) Report</u>	Councilmember Robertson, Chair	
5.6 <u>Communication & Membership Subcommittee Report</u>	Councilmember Proo, Chair	
6.0 <u>INFORMATION ITEMS</u>		
6.1 <u>Monthly Financial Report Attachment</u>	Heather Copp, CFO	96
7.0 <u>FUTURE AGENDA ITEMS</u>		

Any committee members desiring to place items on a future agenda may make such request. Comments should be limited to three minutes



REGIONAL COUNCIL

AGENDA

- | | <i>PAGE #</i> | <i>TIME</i> |
|--|---------------|-------------|
| 8.0 <u>LEGAL COUNSEL REPORT</u> | | |
| 8.1 <u>Closed Session</u> | | |
| • <u>HDR Appeal</u>
Significant exposure to litigation pursuant to California
Government Code Subdivision C §54956.9
(one potential case)
Conference with Legal Counsel – anticipated litigation | | |
| • <u>Deanna Wetherbee-Distel et al. vs. Miguel Leon Martin
 et al.; Southern California Association of Governments;
 Riverside Transit Agency; Western Municipal Water District-
 Claim for Injuries/Wrongful Death Claim; Case Number:
 RIC 417340</u>
Conference with Legal Counsel re: pending litigation,
pursuant to Cal. Gov. Code Section 54956.9 | | |
| • <u>Morrison v. SCAG</u>
Morrison v. Southern California
Association of Governments et al. Superior Court,
Los Angeles County, Case No. BC 312066
Conference with Legal Counsel Government Code
section 54956.9(a) | | |
| 9.0 <u>ANNOUNCEMENTS</u> | | |
| The E Region (NARC) Newsletter was emailed to all members. Additional
copies available upon request. | | |
| 10.0 <u>ADJOURNMENT</u> | | |
| The next meeting is scheduled for February 3, 2005 at SCAG
Offices downtown Los Angeles. | | |



SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

November 4, 2004

MINUTES

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE REGIONAL COUNCIL. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Regional Council of the Southern California Association of Governments held its meeting at SCAG Offices downtown Los Angeles. The meeting was called to order by the Vice President Hank Kuiper, Imperial County. There was a quorum.

Members Present

Supervisor Hank Kuiper, Imperial County, 1st VP	
Mayor Toni Young, Port Hueneme, 2 nd VP	District 45
Councilmember Bev Perry, Brea, Immediate Past President	District 22
Supervisor Marion Ashley, Riverside County	
Supervisor Yvonne Burke, LA County	
Supervisor Chris Norby, Orange County	
Councilmember Jo Shields, Brawley	District 1
Councilmember Greg Pettis, Cathedral City	District 2
Councilmember Bonnie Flickinger, Moreno Valley	District 3
Mayor Ron Loveridge, Riverside	District 4
Mayor Lee Ann Garcia, Grand Terrace	District 6
Councilmember Deborah Robertson, Rialto	District 8
Mayor Bill Alexander, Rancho Cucamonga	District 9
Mayor Lawrence Dale, Barstow	District 11
Councilmember Richard Dixon, Lake Forest	District 13
Councilmember Tod Ridgeway, Newport Beach	District 14
Councilmember Lou Bone, Tustin	District 17
Councilmember Alta Duke, La Palma	District 18
Councilmember Marilyn Poe, Los Alamitos	District 20
Councilmember Art Brown, Buena Park	District 21
Councilmember Gene Daniels, Paramount	District 24
Councilmember Keith McCarthy, Downey	District 25
Councilmember Frank Gurule, Cudahy	District 27
Councilmember Rae Gabelich, Long Beach	District 29
Councilmember Tonia Reyes-Uranga, Long Beach	District 30
Councilmember Bea Proo, Pico Rivera	District 31
Councilmember Margaret Clark, Rosemead	District 32
Councilmember Dick Stanford, Azusa	District 33
Councilmember Harry Baldwin, San Gabriel	District 35
Councilmember Sid Tyler, Pasadena	District 36
Councilmember Llewellyn Miller, Claremont	District 38
Councilmember Paul Nowatka, Torrance	District 39

Councilmember Jim Aldinger, Manhattan Beach	District 40
Councilmember Pam O'Connor, Santa Monica	District 41
Councilmember Mike Dispenza, City of Palmdale	District 43
Councilmember Dennis Washburn, Calabasas	District 44
Councilmember Glen Becerra, Simi Valley	District 46
Councilmember Carl Morehouse, San Buenaventura	District 47
Councilmember Greig Smith, Los Angeles	District 59
Councilmember Debbie Cook, Huntington Beach	District 64
Councilmember Robin Lowe, Hemet	RCTC
Supervisor Charles Smith, County of Orange	OCTA

Members Not Present

Supervisor Paul Biane, San Bernardino County	
Supervisor Judy Mikels, Ventura County	
Supervisor Zev Yaroslavsky, LA County	
Councilmember Ron Roberts, Temecula, President	District 5
Councilmember Susan Longville, San Bernardino	District 7
Mayor Gary Ovitt, Ontario	District 10
Councilmember Cathryn De Young, Laguna Niguel	District 12
Councilmember Richard Chavez, Anaheim	District 19
Councilmember Paul Bowlen, Cerritos	District 23
Councilmember Judy Dunlap, Inglewood	District 28
Councilmember Isadore Hall, Compton	District 26
Councilmember Paul Talbot, Alhambra	District 34
Councilmember Tom Sykes, Walnut	District 37
Councilmember Bob Yousefian, Glendale	District 42
Councilmember Ed Reyes, Los Angeles	District 48
Councilmember Wendy Greuel, Los Angeles	District 49
Councilmember Dennis Zine, Los Angeles	District 50
Councilmember Tom LaBonge, Los Angeles	District 51
Councilmember Jack Weiss, Los Angeles	District 52
Councilmember Tony Cardenas, Los Angeles	District 53
Councilmember Alex Padilla, Los Angeles	District 54
Councilmember Bernard Parks, Los Angeles	District 55
Councilmember Jan Perry, Los Angeles	District 56
Councilmember Martin Ludlow, Los Angeles	District 57
Councilmember Cindy Miscikowski, Los Angeles	District 58
Councilmember Eric Garcetti, Los Angeles	District 60
Councilmember Antonio Villariagosa, Los Angeles	District 61
Councilmember Janice Hahn, Los Angeles	District 62
Councilmember Thomas Buckley, Lake Elsinore	District 63
Councilmember Ted Burgnon, Town of Apple Valley	District 65
Mayor James Hahn, Los Angeles	At-Large
Mayor Bill Davis, Simi Valley	VCTC

Staff Present

Mark Pisano, Executive Director
Jim Gosnell, Deputy Executive Director
Heather Copp, Chief Financial Officer
Colin Lennard, General Counsel
Karen Tachiki, Chief Counsel
Hasan Ikhata, Director, Planning & Policy
Huasha Liu, Acting Director, Information Services
Shelia Stewart, Executive Assistant

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

2.0 PUBLIC COMMENT PERIOD

There were no comments presented at this time.

2.1 Report from Legislative Lobbyists

John O'Donnell, SCAG Lobbyist, Washington, D.C. presented a brief report on changes needed to TIFIA for pre-deployment funding and loan guarantees. He also gave a report regarding ongoing efforts to meet with Rep. Thomas to discuss tax credit or private activity bonds initiatives.

He indicated because of the impact international issues are expected to have on domestic spending programs that there will be many opportunities to advance SCAG's concepts regarding innovative financing such as tax credits & public/private partnerships.

He also stated work will be focused on the HDR matter, Maglev funding, the Consensus program and reauthorization.

3.0 CONSENT CALENDAR

The following consent calendar items were MOVED (Lowe), SECONDED (Alexander) and UNANIMOUSLY APPROVED

3.1 Approval Items

3.1.1 Approve Minutes of Oct. 7, 2004

3.1.2 Approval of Contracts

- IBI Group
- Solimar Research Group

Councilmember Stanford noted that Solimar had not completed a job for San Gabriel Valley COG. He requested that it be made clear to Solimar that the work for SCAG be completed on time.

Councilmember Reyes-Uranga stated that she had previously requested that minority or women owned firms be noted in the report. However to date, it had not be done. Heather Copp, CFO, stated that the database currently does not reflect firms that are minority or women owned. However staff is currently working on updating information in the database to accomplish this task.

3.1.3 Approve Proposed Date, Location & Budget for SCAG's 2005 Regional Council Retreat

3.1.4 Approve Letter of Support for Caltrans Application

3.2 Receive & File

3.2.1 Contracts & PO between \$5,000 - \$25,000

3.2.3 SCAG Legislative Matrix

3.2.4 Meeting Summary from Policy Committees

3.2.5 California Performance Review Report Summary

3.2.6 Regional HOV Lane System Performance Study

3.0 PRESIDENT'S REPORT

3.1 Report on meeting with Seoul Development Institute in Seoul, Korea

Mark Pisano gave a detailed report on his trip with President Roberts to Seoul Korea. He and President Roberts were invited to make a presentation at the Seoul Development Institute honoring their 12th Anniversary, in which the SCAG team presented a paper entitled "Planning Issues and Policy Measures for Sustainable Growth of Seoul in Los Angeles". Mr. Pisano stated that SCAG currently has a MOU with the Institute, which encompass the exchange of information, planning ideas, as well as leadership. He thanked staff for their work on the paper as well as helping in the preparation of the trip.

3.2. Appointments

There were no appointments. Vice President Kuiper welcomed newly elected RC member Councilmember Rae Gabelich, Long Beach, representing District 29.

4.0 EXECUTIVE DIRECTOR'S REPORT

Mark Pisano announced that SCAG had received the GFOA Certificate of Achievement for Excellence in Financial Reporting for 2002-2003. He noted that although SCAG has completed some extremely difficult policy issues and tasks over the years, to date the GFOA award is one of the most significant accomplishments. He stated that the staff has done an incredible job to accomplish the tasks that were put before them.

With regard to office improvements he thanked Jim Gosnell, Huasha Liu, Cheryl Collier and staff for their work in completing Phase I of the office improvement project. During Phase II the employee workspace areas on both the 11th and 12th floors will be painted. Phase II is scheduled to be completed by end of January 2005. He noted that this is the first time SCAG offices have been remodeled in 38 years.

Mr. Pisano reported on the Overall Work Program (OWP). He stated that the first formal Amendment of the FY 2004-05 has been completed. The amendment adjusts SCAG staff allocations to various projects, adds new funding for SCAG consultants and subregional projects and adjusts the carryover amounts for special grants. Work is underway on the development of the FY 2005-06 OWP. A call for projects has gone out to the subregions and internally staff is developing the SCAG proposals. All requests for projects are due at SCAG on Friday, November 12.

He also gave a brief update on MAGLEV. It was noted that all signed and executed grant agreements have recently been received by SCAG. Work will begin on Phase II pending finalization of necessary contract revisions with Lockheed Martin. Jim Gosnell and Zahi Faranesh attended the Shanghai Maglev Conference, a report will follow.

5.0 ACTION ITEMS

5.1 Administration Committee Report

5.1.1 FY 2004-2005 OWP Budget Amendment # 2

A correction was noted on page 2, paragraph 5 of the Resolution. It says: That the Executive Director, or in his absence, the ~~Executive Director~~ *Deputy Executive Director* is hereby authorized to make administrative amendments to the OWP for FY 2004-05, as amended, such as changing work elements or correcting errata.

With that correction, it was MOVED (Dixon), SECONDED (Lowe) and UNANIMOUSLY APPROVED.

5.1.2 Audit & Best Practices Oversight Subcommittee Report

It was MOVED (Dixon), SECONDED (Stanford) and UNANIMOUSLY APPROVED to adopt the Annual Financial Statement.

5.2 Transportation & Communications Committee (TCC) Report

There were no action items

5.3 Energy & Environment Committee (EEC) Report

5.3.1 Salton Sea Authority (SSA) Resolution # 04-455-1

It was MOVED (Lowe), SECONDED (Perry) and UNANIMOUSLY APPROVED to waive reading and approve Resolution #04-455-1

5.4 **Community & Human Development Committee (CEHD) Report**

There was no report.

5.5 **Communication & Membership Subcommittee Report**

There was no report.

6.0 **INFORMATION ITEMS**

6.1 **Report from Joe Myers, Executive Director, National Indian Justice Center**

Joseph Myers is a member of the Pomo Tribe of northern California and is the Executive Director of the National Indian Justice Center (NIJC). He helped to create NIJC in 1983 as an independent resource for tribal governments and their courts. The NIJC designs and conducts legal education, research, and technical assistance programs aimed at improving the administration of justice in Indian country.

Mr. Myers was hired to help further SCAG's relationship with the sixteen federally recognized tribal governments in the region.

He presented a brief report on the issue regarding Native American Indian, with the SCAG planning process, noting that there are 16 federally recognized tribal governments in the SCAG region. 12 are located in Riverside County, five are located in San Bernardino County and there is one Tribe in Imperial County. Some reservations cross county lines. In addition he also provided his perspective regarding SCAG's efforts to involve Tribal Governments in the regional planning process.

Councilmember Clark had a concern about the applicability of state economic disclosure laws. Mr. Myers stated that he did not anticipate that this would be an issue. Colin Lennard, General Counsel, stated that he had discussions with FPPC staff who have indicated that the disclosure provisions would apply. He also indicated that he was waiting for a final opinion from the FPPC staff on the matter.

6.2 **Monthly Financial Report**

Heather Copp, CFO, announced that SCAG received the GFOA Award for Excellence in Accounting and Financial reporting for FY 2002-2003. She noted that the work accomplished was under the supervision of Bert Becker, SCAG previous CFO. This award was first received for the year that SCAG had also first dealt with Gasby 34 requirements. The financial staff was congratulated for a tremendous job. SCAG staff was also thanked for their help

She reported that the finance team has actively been managing the cash flow for quite sometime and it's beginning to pay off. It was noted that out of the first 90 days of this fiscal year, 52 days were debt free and continues to remain debt free.

It was also noted that the bank requested that the covenant for the line of credit be increased to \$700,000. She indicated that staff did not anticipate any difficulty in meeting that requirement she would execute the appropriate documents. Ms. Copp stated that it took only 16 days for Caltrans to process reimbursement checks.

7.0 FUTURE AGENDA ITEMS

There were no future agenda items.

8.0 LEGAL COUNSEL REPORT

8.1 Closed Session

There was no closed session. However Justine Block, Deputy Legal Counsel reported that recently SCAG was named as a defendant in a wrongful death lawsuit in connection with a traffic accident in Riverside County. The plaintiffs allege negligent and defective design of a road where the collision occurred. This matter is being handled by outside counsel assigned by the JPIA.

- Deanna Wetherbee-Distel et al. vs. Miguel Leon Martin et al.; Southern California Association of Governments; Riverside Transit Agency; Western Municipal Water District-Claim for Injuries/Wrongful Death Claim; Case Number: RIC 417340
Conference with Legal Counsel re: pending litigation, pursuant to Cal. Gov. Code Section 54956.9

There was nothing to report to the RC at this time on the following:

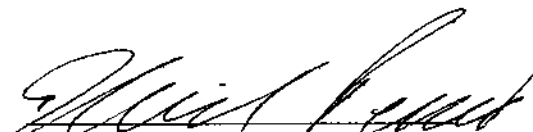
- HDR Appeal
Significant exposure to litigation pursuant to California Government Code Subdivision C §54956.9
(one potential case)
Conference with Legal Counsel – anticipated litigation
- Morrison v. SCAG
Morrison v. Southern California Association of Governments et al. Superior Court, Los Angeles County, Case No. BC 312066
Conference with Legal Counsel Government Code section 54956.9(a)

9.0 ANNOUNCEMENTS

There were no announcements at this time.

10.0 ADJOURNMENT

The next meeting is scheduled for December 2, 2004 at SCAG Offices downtown Los Angeles.



Mark Pisano, Executive Director

REPORT

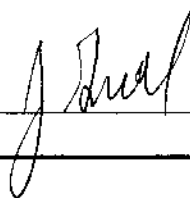
TO: Administration Committee
Regional Council

FROM: Heather Copp, CFO (213) 236-1804
Email: copp@scag.ca.gov

SUBJECT: Approval of Contract Over \$25,000

DATE: December 10, 2004

EXECUTIVE DIRECTOR'S APPROVAL _____



RECOMMENDED ACTION: Approve Contract

SUMMARY:

- The following consultant contracts are recommended for approval:

Parsons Brinckerhoff	NTE	\$ 48,791
Cambridge Systematics	NTE	\$ 749,925
Network Infrastructure Upgrade Project	NTE	\$ _____*

* Will be sent under separate cover

FISCAL IMPACT:

The Work Element is listed on the detail page for each contract. Included is the Work Element and category of funding, for example FHWA, FTA, indirect.

If a member believes or has a reason to believe that he or she has a financial interest in any of the firms listed on this Report, the member should consult with SCAG legal counsel.

CONSULTANT CONTRACT

Consultant: Parsons Brinckerhoff

Scope: This work entails advancing the work completed on Phase I of the Southeast Bypass Study, which examined the potential benefits of a Southeast Bypass route. This route extends along an existing route southeast between Ludlow on Interstate 40 and Blythe on Interstate 10 for a distance of 129 miles. Phase 2 of the study will include developing a purpose and needs statement, conducting initial alternatives analysis, and public outreach.

The results of this study will form the basis of a full Regionally Significant Transportation Investment Study (RSTIS), to be conducted at a future date.

Contract Amount:	Total not to exceed	\$48,791
	Parsons Brinckerhoff (prime)	46,261
	Arellano Associates (subcontractor)	\$2,530

Contract Period: February 1, 2005 through December 31, 2005

Work Element:	05-130.CVGC1	\$26,659	Funding Source: Consolidated Planning Grant - FTA
	05-130.CVGC1	\$22,132	Funding Source: Consolidated Planning Grant (subject to approval of SCAG's FY 04-05 Budget Amendment 2)

Request for Proposal: SCAG staff mailed postcards to 209 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 05-042. The RFP was also posted on SCAG's web site. The following two proposals were received in response to the solicitation:

Katz, Okitsu and Associates (2 subcontractors)	\$51,659
Parsons Brinckerhoff (1 subcontractor)	\$51,659

Note: Bids were received for more than the budget because when the RFP was released the match was cash. Later the match was switched to in-kind, therefore reducing the funds available for the consultant contract.

Selection Process: The Proposal Review Committee (PRC) evaluated both proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with both offerors.

The PRC was comprised of the following five individuals:

Philbert Wong, Assistant Regional Planner, SCAG
Dan Kopulsky, Senior Transportation Planner, Caltrans District 8
Catherine McMillan, Director of Governmental and Special Projects,
Coachella Valley Association of Governments
Ed Studor, Administrative Manager, Riverside County
Jennifer Wellman, Planning Director, City of Blythe

Basis for Selection:

The PRC believes that Parsons Brinckerhoff (PB) can best satisfy the scope of work for three main reasons. First, because it conducted Phase 1 of this study, PB has developed a strong understanding of the Southeast Bypass corridor and has established working relationships with key stakeholders, including elected officials and staff from participating agencies. Second, PB's proposal includes a strong stakeholder outreach and public participation element, which the PRC determined to be crucial to advancing this project. Finally, the firm has a strong understanding of the Regionally Significant Transportation Improvement Study (RSTIS) process, which is one step towards inclusion in the Regional Transportation Plan. This is evidenced by the fact that James Douglas and Julie Rush, the PB staff that would be involved with this project, have been involved with or are in the process of conducting numerous RSTIS studies within the SCAG region, such as the I-710, I-15, SR-138, and I-5/SR-14 studies. The experience gained in conducting those studies will be of great benefit in guiding this study towards a successful outcome. Based on these factors, the PRC determined that Parsons Brinckerhoff is the most qualified firm to advance this project.

CONSULTANT CONTRACT

Consultant: Cambridge Systematics, Inc.

Scope: The Consultant will perform an alternatives analysis between High Speed steel-on-steel Rail and Maglev along the IOS corridor. Criteria to be analyzed include technology reviews, alignments, financial feasibility, ridership and economics. The Consultant will review past studies and will develop an independent recommendation on technology based on independent modeling and analysis.

Contract Amount:	Total not to exceed	\$749,925
	Cambridge Systematics (prime)	\$462,999
	SYSTRA Consulting, Inc. (subcontractor)	\$160,337
	System Metrics Group, Inc. (subcontractor)	\$108,719
	Aldaron, Inc. (subcontractor)	\$ 10,040
	Citigroup Technologies Corp. (subcontractor)	\$ 7,830

Contract Period: February 1, 2005 through September 30, 2005

Work Element:	05-241.SCGC2	\$428,525	Funding Sources: FRA with local match
	06-241.SCGCX	\$321,400	Funding Sources: FRA with local match –subject to approval of FY06 budget

Request for Proposal: SCAG staff mailed postcards to 250 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 05-036. The RFP was also posted on SCAG's web site. The following five proposals were received in response to the solicitation:

ARUP (7 subcontractors)	\$749,282
Cambridge Systematics, Inc. (4 subcontractors)	\$749,925
Elliott Consulting Group (2 subcontractors)	\$749,835
RAND (3 subcontractors)	\$750,000
STV (6 subcontractors)	\$749,947

Selection Process: The Proposal Review Committee (PRC) evaluated all five proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with only four of the offerors, as ARUP declined to be interviewed.

The PRC was comprised of the following individuals:

Jim McCarthy, Office Chief of Regional Planning, Caltrans Dist. 7
James Okazaki, Assistant General Manager, LADOT
Steve Smith, Principal Transportation Analyst, SANBAG
John Sullivan, City Engineer, Ontario
Hasan Ikhrata, Planning Director, SCAG

Basis for Selection:

Cambridge Systematics, Inc. was selected as the consultant for this contract. Cambridge brings a highly qualified team of consultants with a deep understanding of high-speed ground transportation technologies. Cambridge further delivered the most balanced overall portfolio of experience and demonstrated the greatest depth and breadth of understanding in ridership and financial analysis. Further, Cambridge developed the confidence of the interview panel during the interview by providing substantial assurance of objective and fair analysis. They also provided the lowest total cost of those interviewed and their schedule was within established guidelines.

Cambridge also showed thorough understanding of the challenges that may be faced on this type of analysis and provided clear solutions to those potential challenges and a defined system for solving unforeseen challenges and maintaining the described schedule. They can allow substantial flexibility in prioritizing tasks at the discretion of the Technical Advisory Committee and can further allow additional flexibility throughout the study.

REPORT

DATE: December 2, 2004

TO: Administration Committee and Regional Council

FROM: Heather Copp/ Chief Financial Officer
(213) 236-1804, copp@scag.ca.gov *HC*

SUBJECT: Cost Recovery Policy

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION: Approve

BACKGROUND: From time to time, the Southern California Association of Governments (SCAG) is requested by various parties to provide data, enhanced data, planning, and programming services. Such requests often require additional data processing and analysis above and beyond statutory requirements. This policy will guide staff as it considers such requests and will ensure consistency.

Staff will be monitoring these requests to analyze the utilization of the program. Depending on the success of the program, future adjustments to the program may need to be made.

This policy will be shared with member jurisdictions and will be noted in the membership handbook.

FISCAL IMPACT: No additional cost at this time. As was mentioned above, this program will be monitored and reviewed for utilization and cost to SCAG. *HC*

Cost Recovery Policy

Background

From time to time, the Southern California Association of Governments (SCAG) is requested by various parties to provide data, enhanced data, planning, and programming services. Such requests often require additional data processing and analysis above and beyond statutory requirements. This policy will guide staff as it considers such requests and will ensure consistency.

Purpose

The purpose of this policy is to establish guidelines on how SCAG staff can respond to request for services from various parties with the following objectives:

- Responsiveness to member jurisdictions
- Adequate resources for existing work plan projects
- Addressing concerns of SCAG's funding partners

Policy

1. As part of SCAG membership, SCAG will offer routine services (20 hours of staff time or under per entity) to our member jurisdictions during each fiscal year. If a request is made by a non-member entity, e.g. consultant, who is doing work for the member, that request must be accompanied by a formal request from the member jurisdiction for which the consultant is working.
 - The request must be signed by the entity's executive director or planning director.
 - The Information Services Department (ISD) will track all requests.
 - When a request has been fulfilled the SCAG member agency will be notified of the work accomplished.
2. Services will not be provided to non-SCAG members, except in the case of other state or regional organizations, e.g. Metropolitan Water District. Procedures for routine and large requests as identified in paragraphs 1 and 4 apply. These requests would only be done upon review and approval by the ISD Director.
3. Beginning with the 2005/2006 OWP, a task will be established under various projects for "Coordination with local agencies for data and modeling". Actual time spent by SCAG staff performing these functions will be charged to those tasks in the OWP as well as fringe, indirect, and direct costs.
4. Any large requests from member jurisdictions would be required to be funded by the local agency making the request. These requests would have to be made at the time that the OWP is being prepared or during BA#1. This will allow staff time/ consultant time to be reprioritized to accommodate the work. These projects would be charged with actual SCAG labor, fringe, indirect, and direct costs.

REPORT

DATE: January 6, 2005

TO: The Administration Committee
The Regional Council

FROM: Tonya Gorham, Government Affairs Analyst
Phone (213) 236-1988 – e-mail: gorham@scag.ca.gov

SUBJECT: Association of Metropolitan Planning Organizations (AMPO) Membership Dues

EXECUTIVE DIRECTOR'S APPROVAL

RECOMMENDED ACTION:

Authorize expenditure of \$18,750 for 2005 annual membership dues to the Association of Metropolitan Planning Organizations (AMPO).

SUMMARY:

AMPO is a nonprofit, membership organization which serves the needs and interests of Metropolitan Planning Organizations (MPOs) nationwide. AMPO offers its member MPOs technical assistance, training, research, a transportation policy development forum, coalition building opportunities, and a variety of other services. AMPO has been very active in the TEA-21 Reauthorization process as the voice for MPOs in Washington DC. In the coming year, AMPO will continue advocating to preserve the current federal funding and to increase the funding available to MPOs through the Congestion Mitigation and Air Quality Improvement Program (CMAQ), the Surface Transportation Program (STP) and metropolitan planning.

FISCAL IMPACT:

Approving this request will result in the expenditure of \$18,750 for the membership dues from SCAG's 2004/05 Budget. The AMPO membership dues for 2005 are equal to the amount paid in 2004. Funding to pay for AMPO membership dues is located within the Government and Public Affairs budget 05-810.SCGS90 as outlined in the SCAG fiscal year 2004-05 adopted budget. *7b*

ATTACHMENT:

AMPO Invoice Letter

T. Gorham 1/6/05
AMPO Dues
Docs#105109



**ASSOCIATION OF
METROPOLITAN
PLANNING
ORGANIZATIONS**

October 28, 2004

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Dover, DE

Mark Pisano
SCAG
818 W 7th St, 12th Fl
Los Angeles, CA 90017-3435

Dear Mr. Pisano:

As you know, this is going to be an important and potentially unstable year with the on-going extensions of TEA-21. ISTEA and TEA-21 expanded the responsibilities of MPOs. Therefore, AMPO is strongly advocating enhancement of the current funding and increase the funding directly available to you and other MPOs through CMAQ, STP, and metropolitan planning. Now more than ever, we need to keep an eye on Hill activities.

We have also received federal grants to provide you with technical information in the areas of Air Quality Conformity, Management and Operations/Intelligent Transportation Systems, Land Use, Operations, Transit and Travel Demand Modeling. At this year's annual conference, we unveiled our new "education" track and we were able to offer scholarship money for our new MPO colleagues.

Next year's activities follow a successful 2004 for AMPO. We will be busy continuing to improve our services and looking for more ways to engage the MPO community. We will publish the revised MPO Profiles, including the new MPOs' information, and we have many other projects in the works. Please note that our AMPO Member's Only section will have a password change and we will be working on a message board and other items "for members only."

Please contact me with your questions or concerns at 202-296-7051 or dhardy@ampo.org. I look forward to working with you cooperatively through reauthorization. All MPOs must have a voice!

Sincerely yours,

DeLania Hardy
Executive Director

1730 Rhode Island Ave., NW
Suite 608
Washington, DC 20036
Phone: 202.296.7051 Fax: 202.296.7054
Web: www.ampo.org Email: staff@ampo.org

...the transportation advocate for metropolitan regions...
committed to enhancing MPOs' abilities to improve metropolitan transportation systems...

000017



Invoice

Date	Invoice #
01/01/2005	2005-111

Bill To
Mark Pisano SCAG 818 W. 7th St., 12th Floor Los Angeles, CA 90017

Description	Amount
AMPO Membership Dues - 2005	18,750.00
<div>Central Files Date: <u>11/2/04</u></div> <div>Vendor #: <u>5-1251</u></div> <div>SAP PO#: <u>?</u></div> <div>MIGO#: _____ Date: _____</div> <div>MIRO#: _____ Date: _____</div> <div>Approver: _____ Date: _____</div>	
Payment is due upon receipt of invoice.	Total \$18,750.00

000013

REPORT

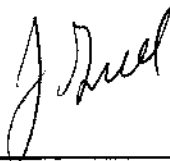
DATE: December 10, 2004

TO: Administration Committee/Regional Council

FROM: Mark Pisano, Executive Director
Pisano@scag.ca.gov (213) 236-1800

SUBJECT: Aviation Planning Grant

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Authorize SCAG to apply for a grant with the Federal Aviation Administration for the tasks outlined below. The cost to complete this work is \$526,315, of which \$500,000 is from federal Airport Improvement Program. The remaining \$26,315 is considered local "in-kind" match.

BACKGROUND:

The major component of this Scope of Work is to lay the foundation for the aviation component of the 2007 Regional Transportation Plan. In addition to completing an airport facility capacity study and an aviation economic impact analysis, SCAG will identify and incorporate new aviation industry trends, as well as reconvene the Aviation Task Force, a body composed of elected stakeholders and industry representatives.

CAPACITY STUDY

The first major component of this plan is to update and expand on the analyses performed for the 2001 and 2004 Regional Transportation Plans. This study will evaluate all airport facility elements, including curbside, terminal, ticketing, baggage handling, gate, taxiway and runway systems at Bob Hope Airport, San Bernardino International and March Inland Port. Palmdale Airport is excluded because of the master planning process for the airport that is just beginning. Southern California Logistics is excluded because forecast activity is less than rudimentary capacity estimates. Specific tasks include:

- A Update commercial facilities inventory including planned improvements. Identify space required for 8 MAP Passenger Terminal at March Inland Port
- B Update fleet mixes (including general aviation/corporate jets at Bob Hope and San Bernardino) and load factors
- C Review the results of the Regional Airspace Analysis.
- D Evaluate air passenger and air cargo capacities of Burbank and March Inland Port. Identify potential capacity shortfalls and explore potential solutions.

SCAG: Airport Capacity Study
OUTPUT: Report
TIME: October 2005 – March 2006
STAFF: \$72,632
CONSULTANT: \$32,632



REPORT

REGIONAL AVIATION ECONOMIC IMPACT STUDY (Phase I)

As part of the preparation for the 2007 Regional Transportation Plan, SCAG will update the aviation economic analysis last performed in 1999 for the 2001 Regional Transportation Plan. This analysis will use the IMPLAN model to examine the 10 commercial service airports in the SCAG region (existing conditions). An overall General Aviation component may be added. Economic Impact Analysis for 2030 must wait until SCAG has modeled the new aviation forecast for the 2007 RTP in the next fiscal year.

SCAG: Regional Economic Impact Study
OUTPUT: Report
TIME: October 2005-September 2006
STAFF: \$105,263

AVIATION TASK FORCE

A reconvened Aviation Task Force will recommend an updated aviation plan for the 2007 Regional Transportation Plan and review, refine and recommend aviation policies necessary to implement the aviation plan. Specific goals for the Aviation Task Force include:

- A Review Implementation Strategy Recommendations
- B Review, refine and recommend regional aviation policies for the 2007 RTP
- C Address future Base Realignment and Closure decisions and their implications for the 2007 Regional Aviation Plan
- D Review modeling and forecast assumptions for the 2007 Regional Aviation Plan
- E Recommend Aviation Plan for the 2007 Regional Transportation Plan

SCAG: Aviation Task Force
OUTPUT: Agendas, Minutes
TIME: October 2005-September 2006
STAFF: \$42,105

MEASUREMENT OF ACTUAL AVIATION ACTIVITY AT AIR CARRIER, COMMUTER AND GENERAL AVIATION AIRPORTS.

Regional Commercial and Commuter Service Airports: Collect data concerning aircraft operations, passenger enplanements and air cargo tonnage on a monthly basis. SCAG will collect this data from all air carrier and commuter service airports.

Maintain Air Service Trends Monitoring program for the SCAG region. This program will purchase OAG flight data and aircraft ownership data with the objective of monitoring regional commercial air service in the region. This program will assist in monitoring the success of the aviation implementation plan.

SCAG: Airport Activity monitoring.
OUTPUT: Inventory of commercial activity
TIME: Ongoing.
STAFF: \$52,632
CONSULTANT: \$15,790

REPORT

Regional General Aviation Airports: Perform periodic measurement of airport activity at general aviation airports. The quarterly survey will request information on:

- A Military Operations – Information on number of operations at regional public-use airports.
- B Aircraft Operations - information on the number of aircraft operations (by aircraft type, if possible).

Collect and update regional aviation facility information from existing sources (e.g. Caltrans, FAA, airports). This information is needed to update information to evaluate the existing system of airports within corresponding service areas. In addition, this will define the Southern California system's relationship with California's overall transportation system and the National Plan of Integrated Airport Systems (NPIAS). As a result, the estimate of system requirements and factors which affect the planning of the system may be ascertained.

Maintain Surveillance on the Small Aircraft Transportation System (SATS) development and implementation.

COLLECT AND UPDATE GENERAL AVIATION AIRPORT DATA

Update Aviation Facility data:

- A Facilities – Information on role; FAA classification; Number of aircraft shelters, including tie downs; shade-ports, T hangars and other hangars.
- B Navigational Aids – Information on lighting facilities, control towers, weather and approach systems.
- C Development Potential – Information on the physical and political feasibility for airport development or expansion.
- D Five year Airport Capital Improvement Programs where available.

The information gathered during the inventory collection will provide the data base for regional airports as outlined in FAA Order 5090.3B (Field Formulation of the National Plan of Integrated Airport Systems).

SCAG: Airport Activity monitoring.
OUTPUT: Inventory of General Aviation activity
TIME: Ongoing.
STAFF: \$52,632

PUBLIC PARTICIPATION PROGRAM

Specific policy direction for the Aviation Continuous Planning Program will be provided by the SCAG's appropriate transportation policy committee, composed of regional elected officials.

Technical input on regional aviation matters, assistance in data collection and identification of new aviation issues will be provided by the Aviation Technical Advisory Committee. Membership on this committee includes regional airport representatives.

Staff will attend and actively participate in meetings of various aviation interest groups in the Los Angeles metropolitan area.

REPORT

SCAG: **Sponsor the Aviation Technical Advisory Committee and participate in other meetings as necessary.**
Attend and participate in meetings related to Southern California aviation and provide expertise and/or develop materials for the groups as requested. Groups could include but are not limited to the Transportation Research Board, San Diego Regional Airport Authority, South Coast Air Quality Management District and local governments.

TIME: **Ongoing**

STAFF: **\$57,895**

LOCAL GOVERNMENT ASSISTANCE

Counties and other local jurisdictions will have access to SCAG staff and documents as a resource which they can utilize to keep abreast of the current status and projections for those elements of aviation activity which directly impact their planning.

When a jurisdiction decides to initiate aviation studies such as a master plan, site selection, or aviation facility expansion, aviation staff will make appropriate data and documents available to the entity. Staff will assist jurisdictions in integrating the aviation studies with the aviation goals and policies in the Regional Transportation Plan.

Assistance to the sponsor in preparation of pre-applications for funds will be made available. SCAG will comply with Executive Order 12372 (Clearinghouse Review) in the review of the proposed applications.

Airport Five year Capital Improvement Plans will be collected and reviewed with SCAG surface transportation plans as required by Caltrans.

SCAG: **Periodically brief the local jurisdictions on those aviation issues which impact them.**
Function as a resource for sponsors and managers, FAA local air traffic control and CalTrans. Inform the FAA and CalTrans of local concerns which impact aviation.

OUTPUT: **Assistance to Airport sponsors and local jurisdictions.**
Clearinghouse Project Reviews.
Airport Capital Improvement Program reviews

TIME: **Ongoing**

COST: **\$73,685**

REPORTS, COORDINATION AND MANAGEMENT.

Reports

Throughout the project, various technical working papers will be prepared for review by the FAA, CalTrans, the Aviation Task Force and Aviation Technical Advisory Committee. Those products of this program which recommend changes of policy or extension of the plan into new planning periods will be submitted to the SCAG Regional Council for adoption.



REPORT

Project Management

Any updates or amendments to the Regional Aviation Plan will be conducted by SCAG. Overall project management will be the responsibility of SCAG. Airport managers, aviation interest individuals and the State of California will be asked to assist on particular elements of the work program. Work associated with this task will involve preparation for meetings, recording of minutes and distribution of working papers and pertinent data.

SCAG: Project Management
OUTPUT: Issue Papers, Reports, Memoranda
TIME: Ongoing
COST: \$21,050

FISCAL IMPACT:

No Fiscal Impact. Local match requirements will be "in-Kind" services provided by local airports. *th*



REPORT

DATE: January 6, 2005

TO: Administration Committee and Regional Council

FROM: Cheryl Collier, Communications Supervisor, Government and Public Affairs (213) 236-1942, collier@scag.ca.gov

SUBJECT: New Member Benefits Brochure

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Approve use of \$3,500 from the General Fund for the production of a new Member Benefits brochure.

BACKGROUND:

SCAG does not have a Member Benefits brochure. A brochure outlining all the valuable benefits to membership would be invaluable not only to existing members but also to prospective new members. This visually-attractive piece will include the following sections: Every Member is Important, Helping to Resolve Regional Challenges, Making Your Voice Heard, Many Ways to Participate and Contribute, More Clout in Sacramento and Washington, Valuable Information to Help Decision-Making, Assistance in Achieving Local Objectives, Special Privileges, Free Media Training, and Good Value for the Money. Given this brochure is a promotional piece for the Association, we are prohibited from producing it using Federal Funds.

FISCAL IMPACT:

Funding is available from the RC Special Projects General Fund Budget. Funds in the amount of \$9,200 were transferred from the General Fund Line of Credit Interest budget to RC Special Projects to cover this and the 2005 California Federal Delegation Reception. These funds plus \$1,800 already available cover these requests. Please see attached spreadsheet.

General Fund
RC Special Projects Line Item Budget
January 6, 2005

RC Special Projects	\$49,000
Transfer Funds to Travel for China Trip	(\$4,000)
Transfer Funds to RC General Assembly	(\$5,000)
Transfer Funds from Line of Credit Interest Costs	\$9,200
Return Funds from China Trip (Paid by FRA)	\$4,000
Remaining Budget	\$53,200
Co-Sponsorship of UCLA's Extension Public Policy Program 2004 Arrowhead Symposium	(\$8,000)
Co-Sponsorship of Rail-Volution Conference	(\$5,000)
Co-Sponsorship of So. California's Leadership Class XV Tuition, Luncheon, & Graduation	(\$12,500)
Sponsorship of 3 rd Annual Inland Empire Transportation & Logistics Summit	(\$500)
Legislative Drafting (Approved June 2004)	(\$7,000)
Tribal Summit	(\$200)
Peer Review Program (January – June 2005)	(\$2,500)
Sponsorship Clean Cities Conference & Expo	(\$2,500)
Production Costs for New Members Benefits Brochure	(\$3,500)
Sponsorship of 2005 California Federal Delegation Reception	(\$5,500)
January/ February China Trip	(\$4,000)
Balance as of December 2, 2004	\$2,000

REPORT

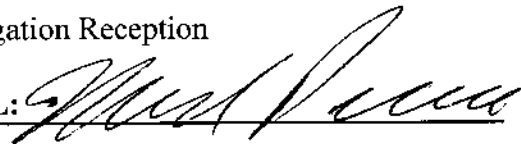
DATE: December 2, 2004

TO: Regional Council
Administrative Committee

FROM: **Don Rhodes**, Manager of Public and Government Affairs
Phone (213) 236-1840, E-mail rhodes@scag.ca.gov

SUBJECT: 2005 California Federal Delegation Reception

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION: Staff recommends that SCAG co-sponsor the 2005 California Federal Delegation Reception for an amount not to exceed **\$5,500.00**.

SUMMARY:

SCAG has been asked to co-sponsor the 2005 California Federal Delegation Reception costs of which are not to exceed \$5,500. The reception will be held in the Cannon House Office Building, Caucus Room 345, on Wednesday, March 9, 2005 from 5:00 p.m. to 7:00 p.m.

BACKGROUND:

The goal of the reception is to continue to present a unified California and encourage our congressional delegation to work together on the region's transportation Appropriations and TEA-21 Reauthorization priorities. The California Congressional Delegation, House and Senate Members of the Appropriations and Authorizing Committees, DOT/FTA/FHWA, California Governor, CTC and business community will again be invited.

The 2004 reception host committee consisted of SCAG, MTC (representing 12 Bay Area transit operators), LACMTA (representing 16 transit operators), OCTA, SANBAG (Omitrans), RCTA (RTA), VCTC (transit provider) and Imperial County (transit provider). These hosts have been again asked to participate with outreach to SANDAG and parts of Central and Northern California still underway.

The 2004 cost of event, \$5,800, went to pay for the PR, catering and event signage related to the reception. A total of 10 California Congressional Members attended the reception.

FISCAL IMPACT:

Funding is available from the RC Special Projects General Fund Budget. Funds in the amount of \$9,200 were transferred from the General Fund Line of Credit Interest budget to RC Special Projects to cover this and the production of the member benefits brochure. Please see attached spreadsheet.

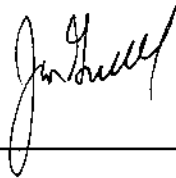
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Sponsorship of 2005 California Federal Delegation Reception	(\$5,500)
January/ February China Trip	(\$4,000)
Balance as of December 2, 2004	\$2,000

REPORT

DATE: November 10, 2004, 2004
TO: Administration Committee and Regional Council
FROM: Heather Copp, Chief Financial Officer
(213) 236-1804, copp@scag.ca.gov
SUBJECT: Correction to RC Approved Travel Policy

EXECUTIVE DIRECTOR'S APPROVAL:




RECOMMENDED ACTION: Approve

BACKGROUND: The Regional Council adopted a revised Travel Policy at the September 2, 2004 meeting. The revisions addressed use of Web fares, hotel rates at SCAG functions and use of Federal per-diem rates for out of state travel.

Staff recently discovered that the version of the Travel Policy included in the September agenda inadvertently left out two sections from the existing travel policy:

- **An expanded section on provisions for emergency travel.** Changes to those paragraphs are indicated either by ~~strikethrough~~ or **bold** on pages 2 and 3 of the attached Travel Policy.
- **A section addressing reimbursing staff who normally use public transit or car-pooling on days when they must use their car.** Changes to those paragraphs are indicated either by ~~strikethrough~~ or **bold** on pages 4 and 5 of the attached Travel Policy.

FISCAL IMPACT: No additional impact as this has been the policy in place. 

Travel Policy and Guidelines.

Welcome to the Travel Policy Section. This section provides policy and guideline information associated with your official business travel. It is the policy of SCAG to maintain an accountable travel plan. An accountable travel policy satisfies four key requirements: (1) business related, (2) substantiation of expenses, (3) return of unspent amounts, and (4) timeliness. We recommend that staff use the most cost-effective choice (considering both direct expense as well as staff time) when incurring reimbursable travel expenses. Actual travel costs shall be considered reasonable and allowable, to the extent such costs do not exceed charges normally allowed by operations as a result of SCAG's policy.

AUTHORITY TO TRAVEL

Travel, other than mileage only travel, must be approved and authorized by management before the travel begins. A travel authorization (TA) form, <http://www.scag.ca.gov/formbank/>, must be filled out and signed by the staff member. The staff member is responsible for providing the date and purpose of the travel, WBS number, and the estimated cost of transportation, hotel, meals, and other costs, which may arise. The staff member must also verify the available budget. When the TA form is completed and submitted to the manager and director for review, approval, and authorization, the cost will be encumbered against the travel budget. Manager/Director approval must be conditioned on available budget in the appropriate work element.

MILEAGE RATE CONDITIONS

The mileage rate of reimbursement for private vehicle usage is \$.34 cents per mile. Mileage claimed is supported by a statement of description of travel expenses containing a description of the beginning and ending destination points. See Less than or greater than 24 hours travel for rules.

MODES OF TRANSPORTATION

Policy requires employees to use the method of transportation, which is in the best interest of SCAG.

AIRLINE AND CAR RENTAL

SCAG participates in a travel Program. The program allows SCAG to use the State approved Travel Agency, Patterson Travel and use of a Business Travel Account through American Express. Patterson has assigned an individual Business Travel Account Number (BTN) through American Express to SCAG staff members who frequently travel. Do not let anyone else use your number. Additionally, each Department has been assigned a group BTN for other staff use. Each Department's Senior Administrative Assistant will be responsible for the group's BTN number and for the handling of the travel arrangements. The BTN number is only valid with Patterson Travel Agency; this is not a regular American Express credit card.

- ☐ Employees are required to use the SCAG official travel agency. Failure to use the official travel agency may result in traveling employees securing non-refundable flights or flights purchased for greater than the SCAG reimbursable rate. Employees are liable for any amounts paid over the SCAG official contract rate. Employees may request the web-rate from Patterson Travel and determine if it is the most economically feasible. The web-rate is usually non-refundable and possibly non-transferable. Please consider when making a reservation.
- ☐ Employees are required to complete the SCAG's Travel Authorization (TA) form. If you need an estimated cost of travel to complete your TA form, you may obtain it by contacting Patterson Travel Consultant at 1-800-353-3565 or (916) 929-3661
- ☐ Once your TA is approved, complete the Patterson Travel **ResFAX** form (see form attached). The ResFAX form and your TA form must be fax/e-mail, by the department's Senior Administrative Assistant, to Patterson Travel .FAX: (916) 925-1509 or (916) 925-0873
- ☐ Please ensure that the following information is provided to the travel consultant:
 - Your name (Person making the arrangement)
 - Traveler name(s)
 - Date(s) of travel

- Origin and destination of your air travel
 - Preferred airline and flight numbers (if known)
 - Departure and/or arrival times desired
 - Car rental needs
 - Special ticket delivery instructions, if any
 - Advise if you already have a reservation and are making a change
- ☐ After Patterson travel has completed your travel reservation, the itinerary will be faxed or e-mailed within 48 hours. The itinerary will include all the travel information required for your trip and a **confirmation number**. If you have not received your confirmation within 48 hours, please contact Patterson Travel
- ☐ Car Rentals: Employees needing a car rental during the trip will indicate this on the Patterson ResFAX form. Patterson Travel will reserve the rental car approved under our contract. Employees who operate vehicles on official business must have a valid California driver's license.
- ☐ **Changes and Cancellations:** If your entire trip or a portion of your trip needs to be cancelled, Patterson must be notified as soon as possible preferably by e-mail. Unused airline tickets and unused ticketless flight reservations must be cancelled within 24 hours after the flight time as this is considered a prepayment and will not be refunded unless cancelled. **They should NOT be traded in or held for future flights except in the case of flights booked using the web rates.** If you were issued a refundable paper ticket, return it to Patterson Travel for processing. In the event of a schedule change by a provider regarding a reservation, Patterson will notify the appropriate SCAG contact immediately. In most cases, a schedule change does not require any modification to existing tickets, however, if this is not the case, you will be notified by the Patterson Consultant.
- ~~Emergency Travel: Emergency travel, other than mileage, will require the approval of a Director. An example of this would be the situation when the original traveler is unable to make the trip and decides to send another staff member in his/her place. Patterson charges a fee for this service; therefore, it is only to be used in emergency travel situations. Emergency travel should be made through Patterson's after hour service and not directly with the airlines. These arrangements should be made by contacting (800) 823-9188, indicate you are traveling on SCAG business~~
- ☐ **Note: only the Patterson BTN will secure the SCAG contract rate.**

Note: Employees may view booked itineraries on line at www.viewtrip.com. You will need your Passenger Name Record Locator. The Record Locator is on all itineraries located on the top-left side of the invoice. From viewtrip.com, you will also be able to view FlightTracker. FlightTracker will give you the current status of any flights between major cities within the United States and Canada.

EMERGENCY TRAVEL

Emergency travel, other than mileage, will require the approval of a Director. An example of this would be the situation when the original traveler is unable to make the trip and decides to send another staff member in his/her place. Patterson charges a fee for this service; therefore, it is only to be used in emergency travel situations. Emergency travel should be made through Patterson's after hour service and not directly with the airlines. These arrangements should be made by contacting (800) 823-9188, indicate you are traveling on SCAG business

Emergency Travel After Normal Business Hours:

Patterson Travel's normal hours of operation are Monday through Friday from 8:00 AM to 5:30 PM Pacific time. They are closed on New Years day, Independence Day, Labor Day, Thanksgiving Day, Christmas day and the day after Christmas. Travel reservations or changes to the existing travel reservations during after hours or holidays can only be made by calling Patterson Travel's following emergency/after hours phone number:

(800) 823-9188

The following is the procedure for emergency travel after normal business hours:

Initiating New Travel Reservations - After Hours

Only the following four SCAG staff members are authorized to initiate new travel requests for themselves after normal business hours:

The Executive Director, the Deputy Executive Director, the Manager of Governmental Affairs, and the Secretary to the Regional Council for Regional Council Officers.

The Executive Director and the Deputy Executive Director are the only persons authorized to initiate new travel after hours for all other personnel. This procedure shall not be used to circumvent approval of SCAG TA prior to making a trip.

SCAG's TA form will not be required to initiate new travel after normal business hours. However, immediately upon completing the travel, a SCAG TA must be completed and approved to comply with the normal travel procedure. Travel expenses will not be reimbursed unless a TA has been completed.

Initiating changes to the Travel Plan During the Trip – After Hours

If changes to the travel plans are required anytime during the trip after normal business hours for any reason, Patterson Travel shall be contacted using the above referenced toll free phone number. They will make the necessary changes to your travel plan in the most cost-effective manner to get you to your destination.

The State of California has a contract with multiple airlines for travel with-in the State of California. Patterson Travel will have the liberty to switch your reservation to any the other contracted airline (if necessary) in the event of a missed flight, lost connection, etc. In the event it requires you to spend an extra night due to a missed flight for any reason, Patterson Travel will make every effort to switch your reservation to a non-contracted airline if no other flight is available with the contracted airline, on the same day. Any changes to your travel plans must be made by Patterson Travel to obtain proper refund or credit to SCAG's account.

For travel outside of California, currently the State of California has a contract with only United Airlines, which will make it difficult to switch your reservation to any other airline. If traveling outside of the State of California and you need to change your travel plans, Patterson Travel will find a reservation with a contracted airline. The only time Patterson Travel will switch your reservation to a non-contracted airline is if they are unable to find a reservation on the contracted airline on the same day, forcing the traveler to spend an extra night.

MODES OF TRANSPORTATION-OTHER

- ☐ Private vehicle: Employees who operate private vehicles on official business must have an actual California driver's license and appropriate auto insurance. Reimbursement will be based on mileage.
- ☐ Rental car: Reservations must be made through Patterson Travel Agency. The contracted rate used is for a compact vehicle. Vehicle upgrades must be justified and have supervisor's approval. Travelers are encouraged to refuel gas tanks prior to returning vehicles. Receipts for fuel purchase shall be submitted with your Travel/Regional Expense Reimbursement Form.
- ☐ Public transportation
- ☐ A taxi should only be used if it is the best alternative when evaluating cost/time
- ☐ A taxi must not be used between home and SCAG.
- ☐ Reimbursement is not allowed for motorcycle, private plane, or boat use.

SHORT TERM TRAVEL ASSIGNMENTS

Policy:

When the following conditions are met, short-term lodging and meals may be allowed if travel is:

- No more than 30 calendar days
- At least 50 miles away from staff's headquarters and residence

Lodging Rates:

a) Actual up to \$84.00, Statewide, plus taxes and surcharges. Exception: If there is a SCAG Board function that an employee must attend and the hotel rate exceeds the SCAG allowable rate, the Executive Director can authorize the amount of the lodging that exceeds the SCAG allowable rate to be paid out of the general fund.

b) Actual up to \$110.00, plus taxes and surcharges, in the following counties:

- Los Angeles County
- San Diego County

c) Actual up to \$140.00, plus taxes and surcharges in the following counties:

- Alameda County
- San Francisco County
- Santa Clara County
- San Mateo County

d) For out-of-state travel, actual costs up to the Federal rates for out of state lodging, plus taxes and surcharges. Per the Federal per diem policy, if an employee is staying at a hotel where the conference is being held and the conference rate exceeds the Federal out of state lodging rate, reimbursement can be made for the higher rate if pre-approved by SCAG's Deputy Director and is in accordance with the Federal policy. Reference www.policyworks.gov, for Federal per diem rates.

Meal and Incidental Rates

The reimbursement of meals and incidentals has both a time and monetary restraint; both conditions must be documented and met. An employee may not claim meal reimbursement when the meal is furnished to the employee or otherwise paid for. **Note: Alcoholic beverage purchases are not reimbursed.**

Meal and Incidental Rates and Mileage Requirements-Travel Less Than 24 Hours

Breakfast cost

If your travel, from home/meeting, begins at or before 6:00 a.m., and ends at or after 9:00 a.m., you may claim the actual amount of your breakfast up to **\$6.00**.

Lunch cost

Lunch and incidentals **are not to be claimed** for trips less than 24 hours.

Dinner cost

If your travel, from home/meeting, begins at or before 4:00 p.m., and ends at or after 7:00 p.m., you may claim the actual amount of your dinner up to **\$18.00**.

Incidental costs

Incidentals **cannot** be claimed for trips less than 24 hours.

Mileage

~~Mileage is reimbursed for actual miles traveled in excess of round trip distance from home to work.~~

An employee traveling in his or her own private vehicle shall be reimbursed at the rate of \$.34 cents per mile for those miles incurred while conducting official SCAG business. Reimbursement on a per mile rate is intended to cover all costs of operating the travelers personal automobile including gasoline, oil, insurance, repairs etc. (exclusive of tolls and parking).

Employees working on weekends, holidays, or their regularly scheduled day off (under a 9/80 work schedule) may claim mileage reimbursement for the round trip from home to SCAG. Also, the employee shall be entitled to reimbursement for downtown parking.

The traveler must have a valid California Driver License and the proper automobile insurance coverage required by the State of California.

Mileage shall be reimbursed in one of two ways, depending on the travelers' regular mode of commute to SCAG:

1. Rail/transit rider or carpooler – Reimbursement will be for each mile driven. Also, if travel to the 818 Building is necessary on the day of the outside meeting, reimbursement will be provided for downtown parking.
2. Private vehicle commuter – Reimbursement for mileage will be for those miles in excess of the travelers' regular commuting miles to SCAG.
Example: Charlie regularly drives his car between home and work. The daily round trip is 50 miles. If Charlie attends an outside meeting and the total miles driven are 70 miles, Charlie will be reimbursed for 20 miles. If Charlie attends a mid-day meeting, returns to SCAG and incurs an additional parking charge that additional parking charge and the miles traveled to and from the meeting are reimbursable.

Request for reimbursement must be made on SCAG's Mileage Expense Claim form. Original receipt for toll and/or parking is required for full reimbursement.

Meal and Incidental Rates and Mileage Requirements-Travel More Than 24 Hours (or Last fractional Part)

Breakfast cost

If your travel, from home/meeting, begins at or before 6:00 a.m., and ends at or after 8:00 a.m., you may claim the actual amount of your breakfast up to **\$6.00**.

Lunch cost

If your travel, from home/meeting, begins at or before 11:00 a.m., and ends at or after 2:00 p.m., you may claim the actual amount of your lunch cost up to **\$10.00**.

Dinner cost

If your travel, from home/meeting, begins at or before 4:00 p.m., and ends at or after 7:00 p.m., you may claim the actual amount of your dinner cost up to **\$18.00**.

Incidentals

After each 24-hour period, you may claim the actual amount of your incidental cost up to **\$6.00**.

The term "incidental expenses" includes, but is not limited to, expenses for laundry, cleaning and pressing of clothing, and fees and tips for services, such as porters and baggage carriers. The term does not include taxicab fares, lodging taxes, or the cost of telegrams or telephone calls.

Mileage

Mileage is reimbursed for actual miles traveled.

Meal and Incidental Rates and Requirements-Travel More Than 24 Hours

There is **no travel time test** for a 24 hour travel day (i.e. If you begin your travel on Tuesday, return from your travel on Thursday, Wednesday is considered a 24 hour travel day, therefore the cost of meals and incidentals are reimbursable up to their respective dollar limit).

Note: For out-of-state travel, meals and incidentals rates are the same as the California rate

TRAVEL EXPENSE REIMBURSEMENT

Policy and Guidelines

The policy requires the reimbursement request for travel related expenses be submitted within 60 days after you incur the expenses. There are two forms (Travel less than 24 hours and Travel greater than 24 hours) which may be used to reimburse travel expenses. These forms are accessed www.scag.ca.gov/formbank. The employee and the approving manager are responsible for ensuring the travel budget is adequate to cover the travel amounts claimed. Before approving the reimbursement, the manager or director must review the expenditures and validate the amounts against the budget.

- ☐ The travel expense reimbursement form shall either be typewritten or in ink and properly itemized. You must attach the Travel Authorization form to the travel expense reimbursement form.
- ☐ Receipts, **originals only**, must be taped to 8 ½ x 11" paper then stapled to the Expense Reimbursement Form.
- ☐ Receipts Requirements: see below

Receipt Requirements:

Type of Expense	Receipt Required (YES)	No Receipt Required (NO)	Explanation
BUSINESS EXPENSES:			
Business phone calls, faxes, office supplies, etc	X		When over \$5.00
EXPENSES:			
Lodging (ALL types of lodging)	X		
Meals: use California rates		X	Breakfast-Actual up to \$6.00. Lunch-Actual up to \$10.00. Dinner-Actual up to \$18.00.
Incidentals		X	Actual up to \$6.00
TRANSPORTATION:			
Airfare	X		
Train	X		When the cost exceeds \$25.00
Gas for rental car	X		
Parking, taxis, shuttles, streetcars, local rapid transit, and road tolls	X		When the cost exceeds \$10.00
Rental Cars	X		

- ☐ Claims may not crossover more than one fiscal year. Submit separate claims forms when travel extends beyond one fiscal year.

What goes on a Reimbursement Form

- ☐ Claimant's information.
- ☐ All appropriate expenses (lodging, transportation, meals, mileage, etc).
- ☐ Dates and times when expense occurred.
- ☐ Location/purpose of each trip, and any additional justification required.
- ☐ Original signatures of both claimant and supervisor and, when applicable, the designated manager's signature. **All signatures must be in ink.**
- ☐ Appropriate expenditure WBS number.

FREQUENTLY ASKED QUESTIONS

1. If my Travel/Regional Expense Reimbursement Form has been misrouted or lost en route to Accounting, can I send a duplicate photocopy for payment?

Yes, however, the employee and supervisor must resign the Travel/Regional Expense Reimbursement Form. In addition the form must indicate "RESUBMITTAL" in bold letters across the top of the form and copies of the receipts must be attached with an explanation the originals were lost en route.

2. Does my lodging receipt need to be itemized?

Yes, lodging receipt must be itemized listing all expenses (room, tax, phone call, etc.) separately. The receipt must also have a zero balance showing the payment was made.

3. If I rent a vehicle for SCAG business and will also be traveling on personal business, can I use the same rental car?

No, the rental for personal business must be under separate contract. Employees are prohibited from using the state contract rental rates. Employees wanting to retain a commercial vehicle for personal use must make prior arrangements with the vendor at the public commercial rate.

4. What happens if I lose a receipt?

In the event of a lost receipt, employees are responsible for obtaining a copy of the receipt from the vendor (a fax copy will suffice). In the few cases where a copy of a lost receipt cannot be obtained (i.e., parking), you must document in writing the circumstances beyond your control. In the absence of a receipt, the amount of the reimbursement shall be limited to the receipt requirement base amount noted in the table on page 4. For example in the absence of a receipt for parking, the refund amount shall be limited to \$10.00

CONTACT PHONE NUMBERS AND WEB SITE ADDRESSES

Phone and Fax Numbers

Patterson Travel Phone	(916)929-3661 or 1-800-353-3565
Patterson Travel -Emergency Travel- after hours	(800) 823-9188
Patterson Travel Fax	(916)925-1509 or (916) 925-0873

Web Site and Email Addresses

View Travel Booking/Trip Status	www.viewtrip.com
Federal Rate for Out of State Lodging	www.policyworks.gov
Forms Management	www.scag.ca.gov/formbank

ATTN: State Team

RESFAX

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENT

(916) 925-1509

OR

(916) 925-0873

Travel Arranger Name: _____

Instructions:

1. Consult the Sacramento Flight guide for desired flights. If you do not have desired flights in mind, you can indicate origin and destination with approximate departure and/or arrival times.
2. Indicate the desired flight(s) in the section below.
3. Fax/e-mail this request to the California Services Department at Patterson Travel.

	Airline	Dept time	Date	From	To	Car
Flight #1						
Flight #2						
Flight #3						
Flight #4						

Passenger(s): _____

State Department Name: Southern California Association of Government

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Hotel Request: _____

REPORT

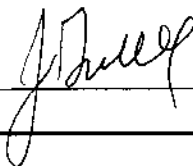
TO: Administration Committee
Regional Council

FROM: Heather Copp, CFO (213) 236-1804
Email: copp@scag.ca.gov

SUBJECT: Approval of Contracts Over \$25,000

DATE: November 10, 2004

EXECUTIVE DIRECTOR'S APPROVAL _____



RECOMMENDED ACTION: Approve Contracts

SUMMARY:

- The following consultant contracts are recommended for approval:

BlueStar Solutions (Now known as Application Management Services, a division of ACS)	NTE \$209,400.00
Digital Mapping, Inc.	NTE \$ 56,000.00
The National Indian Justice Center	NTE \$ 40,000.00

FISCAL IMPACT:

The Work Element is listed on the detail page for each contract. Included is the Work Element and category of funding, for example FHWA, FTA, indirect.

- * If a member believes or has a reason to believe that he or she has a financial interest in any of the firms listed on this Report, the member should consult with SCAG legal counsel.

CONSULTANT CONTRACT

Consultant: BlueStar Solutions, now known as Application Management Services, a Division of Affiliated Computer Services, Inc. (ACS)

Scope: The vendor will serve as an Application Service Provider (ASP), hosting and supporting SCAG's SAP hardware and software.

Contract Amount:	Total not to exceed	\$628,200
	BlueStar Solutions	\$628,200

Note: Total amount is based on a monthly service fee of \$17,450 x 12 months = \$209,400 x 3 years = \$628,200.

Contract Period: April 1, 2005 through March 30, 2006. Option to renew for two additional one-year periods.

Work Element: 05-840.SCGS90 \$52,350 (Funding source: IT/Operations - Indirect Overhead)
06-840.SCGS90 ..\$157,050 (Funding source: IT/Operations - Indirect Overhead)

Request for Proposal: SCAG staff mailed postcards to 54 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 05-025. The RFP was also posted on SCAG's web site. The following four proposals were received in response to the solicitation:

EA Consulting (no subcontractors)	\$199,716
BlueStar Solutions (no subcontractors)	\$209,400
Corio (no subcontractors)	\$210,000
LatCapital (two subcontractors)	\$210,000

Selection Process: The Proposal Review Committee (PRC) evaluated all four proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all four offerors.

The PRC was comprised of the following individuals:

Ludlow Brown, Senior Administrative Assistant, SCAG;
Alan McMillen, Associate CIO, County of Los Angeles;
Javier Minjares, Senior Regional Planner, SCAG;

Rina Pangindian, Senior Database Analyst, SCAG;
Victor M.J. Ryden, Acting Manager of Operations, SCAG;
David Sosa, Branch Chief - Office of Regional Planning,
Caltrans District 7.

Basis for Selection

The Proposal Review Committee (PRC) received four very competitively priced proposals. BlueStar Solutions was selected as the preferred vendor. BlueStar Solutions is our current vendor and they have performed extremely well. In addition to their past performance, they have a Class A hosting facility with 24x7 monitoring and full equipment redundancy. They are one of five sites in the US that are SAP Certified Hosting Partners. They also provide customer service 24x7.

CONSULTANT CONTRACT

Consultant: Digital Mapping, Inc.

Scope: The Consultant will produce a set of digital ortho photographs for the County of Imperial that will be used by SCAG in the development of an existing land use database. The aerial imagery will also be used for other planning related activities by SCAG and other stakeholders. We intend to disseminate a copy of the database to other interested public agencies within the region.

Contract Amount:	Total not to exceed	\$56,000
	Digital Mapping, Inc. (prime)	\$56,000

Contract Period: January 1, 2005 through June 30, 2005

Work Element: 05-040.SCGC2 - \$ 100,000 (Funding sources: FTA and TDA)

Request for Proposal: SCAG staff mailed postcards to 135 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 05-041. The RFP was also posted on SCAG's web site. The following proposal was received in response to the solicitation:

Digital Mapping, Inc.	\$56,000
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Selection Process: The Proposal Review Committee (PRC) evaluated the proposal in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all offerors.

The PRC was comprised of the following individuals:

Falan Guan, Program Manager, LA County MTA
Michael Dean, Sr. Transportation Planner, Caltrans Dist. 7
James Jacob, Lead Programmer Analyst, SCAG
Richard Mader, Lead GIS Analyst, SCAG
Javier Minjares, Senior Regional Planner, SCAG

Basis for Selection:

The PRC recommends Digital Mapping, Inc. for the contract award because of their ability to complete the project on time and within budget. Digital Mapping, Inc. owns their own planes which gives them the flexibility to fulfill the requirements outlined in the project scope of work. They have successfully completed numerous similar projects, had impressive responses to the questions posed during the interview, and an excellent past performance record.

CONSULTANT CONTRACT

Consultant: National Indian Justice Center (NIJC)

Scope: NIJC will provide subregional liaison services to Tribal Governments in the SCAG Region.

Contract Amount: **Total not to exceed** **\$40,000**
National Indian Justice Center \$40,000

Contract Period: One year from the date of the Notice to Proceed
(Current estimate December 2004 through December 2005)
Option to renew for one additional one-year period.

Work Element: 05-810.SCGS90 \$40,000 Funding source: Indirect Overhead

Request for Proposal: SCAG staff mailed postcards to 108 firms to provide notification of the release of RFP No. 05-046. The RFP was posted on SCAG's web site and on various Native American web sites plus other government agency web sites. The following three proposals were received in response to the solicitation:

NIJC (no subcontractors)	\$40,000
Barbara Burke Consultant (no subcontractors)	\$40,000
NATP, LLC (no subcontractors)	\$38,375

Selection Process: The Proposal Review Committee (PRC) evaluated all three proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all three offerors.

The PRC was comprised of the following individuals:

Justine Block, Deputy Legal Counsel, SCAG
Tom Davis, Chief Planning Officer, Agua Caliente Band of Cahuilla Indians
Don Kopulsky, Senior Transportation Planner, Caltrans District 08
Jerry Paresa, Director of Operations, San Manuel Band of Mission Indians
Catherine McMillan, Director Intergovernmental Affairs, Coachella Valley Association of Governments
Don Rhodes, Manager, Government Affairs, SCAG
Arnold San Miguel, Senior Government Affairs Analyst, SCAG

Basis for Selection

The Proposal Review Committee (PRC) unanimously selected the National Indian Justice Center (NIJC) to provide subregional liaison services to Tribal Governments in the SCAG Region. NIJC was selected for a number of reasons: their superior credentials, experience, knowledge and contacts with Tribal Governments. NIJC demonstrated that they have an excellent grasp of state and federal legislation and statutes, much more so than the other firms interviewed. They also demonstrated superior knowledge and experience in relation to facilitating, preparing and strategically being able to assist SCAG in communicating with Tribal Governments. NIJC demonstrated that they have an excellent understanding of SCAG's roles and responsibilities, such that they will be able to communicate the correct information about SCAG to Tribal Governments than the other firms interviewed. The key NIJC staff assigned to this contract has over 35 years of combined experience, solely focused in working with Tribal Governments, which far surpasses the experience of the other firms. NIJC uniquely possess all the attributes necessary (understanding the law, understanding how to communicate with Tribal Governments, and the ability to prepare agreements) to accomplish SCAG's goals regarding Tribal Governments.

REPORT

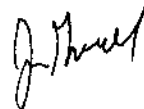
DATE: November 11, 2004

TO: Administration Committee
Regional Council

FROM: Justine Block, Deputy Legal Council (213) 236-1920
Email: block@scag.ca.gov

SUBJECT: Amendments to SCAG's Conflict of Interest Code Required by the
California Fair Political Practices Commission (FPPC)

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Approve the proposed amendments to the Conflict of Interest Code for the Southern California Association of Governments. The proposed amendments consist of 1) adding the designation of General Assembly Members, Manager of Finance, Internal Auditor, Manager of Special Projects, Manager of Government and Public Affairs and Supervising Human Resources Officer; and, 2) add a disclosure category specifically tailored to the managerial level positions. Other non-substantive changes are proposed to reflect the current organizational structure of the agency.

BACKGROUND:

Pursuant to the state Political Reform Act, SCAG is required to biennially review and amend if necessary, its Conflict of Interest Code (Code). The proposed amendments are necessary to ensure compliance with state requirements and to reflect changes in the composition and titles of SCAG staff.

The Code identifies who is required to disclose their financial interests. Disclosure is provided to the FPPC on a "Statement of Economic Interests" form (Form 700). The purpose of financial disclosure is to alert public officials to personal interests that might be affected while they are performing their official duties, i.e., making governmental decisions. Disclosure also helps inform the public about potential conflicts of interest.

During each biennial review, SCAG is specifically required to make sure that its Code accurately designates all positions that make or participate in making of governmental decisions; the disclosure categories assigned to those positions accurately require the disclosure of investments, business positions, interests in real property, and sources of income which may foreseeably be affected materially by the decisions made by those holding



SOUTHERN CALIFORNIA
ASSOCIATION OF GOVERNMENTS

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the designated positions; and the Code includes all other provisions required by Government Code Section 87302 and corresponding regulations, 2 CCR 18730.

Notices regarding the amendments to the Code were mailed to General Assembly members and other affected persons on October 15, 2004, initiating a 45-day comment period. The comment period ended on December 1. No written comments were received.

Attached is 1) the Notice of Intention to Amend the SCAG Conflict of Code; 2) proposed amendments to the SCAG Conflict of Interest Code; and, 3) explanations for the proposed amendments.

FISCAL IMPACT: None. *HC*



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**NOTICE OF INTENTION TO AMEND THE
SCAG CONFLICT OF INTEREST CODE**

NOTICE IS HEREBY GIVEN that the Southern California Association of Governments (SCAG) intends to amend its conflict of interest code pursuant to Government Code Section 87300. As required under Government Code Section 87302, the code will designate members and employees who must disclose certain investments, income, interests in real property and business positions, and who must disqualify themselves from making or participating in the making of governmental decisions affecting those interests.

A written comment period has been established commencing on October 15, 2004 and terminating on December 1, 2004. Any interested person may present written comments concerning the proposed code amendments no later than December 1, 2004.

At this time, no public hearing has been scheduled concerning the proposed amendments. If any interested person or the person's representative requests a public hearing, he or she must do so no later than 15 days prior to the close of the written comment period.

SCAG has prepared a written explanation of the reasons for the proposed amendments. Copies of the proposed code amendments and all of the information upon which the amendments are based may be obtained from SCAG. Any inquiries, comments or requests for a public hearing should be directed to the contact person set forth below.

Justine Block, Deputy Legal Counsel
Southern California Association of Governments
818 West 7th Street, 12th Floor
Los Angeles, CA 90017
(213) 236-1920; Block@scag.ca.gov

**DECLARATION OF THE EXECUTIVE DIRECTOR FOR
THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS**

The proposed Conflict of Interest Code specifically enumerates each of the positions within the agency which involve the making or participation in the making of decisions which may foreseeably have a material financial effect on any financial interest. The agency has satisfied all of the requirements of Title 2, Division 6 of the California Code of Regulations §18750.1(b) preliminary to approval of the proposed code.

Executive Director
Southern California Association
of Governments

-AMENDED CONFLICT OF INTEREST CODE FOR THE
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

Appendix

Designated Employee	Disclosure
<u>General Assembly Members</u>	<u>1</u>
<u>Regional Council Members</u>	<u>+</u>
Executive Director	
Deputy Executive Director	
Chief Financial Officer	
Chief Legal Counsel/and Director of Legal Services, Governmental Affairs, Human Resources and Contracts	
Deputy Legal Counsel	
Director of Performance Assessment	
Director of Planning and Policy	
Director of Information Services	
Director of Southern California	
Economic Partnership Department	
General Counsel	
<u>Manager of Finance</u>	<u>2</u>
<u>Internal Auditor</u>	
<u>Manager of Government and Public Affairs</u>	
<u>Manager of Special Projects</u>	
<u>Supervising Human Resources Officer</u>	
Consultant.	

Disclosure Categories

1. ~~1.~~ A designated employee in this category must report ~~All~~ investments, interests in real property, sources of income, and business positions.
2. A designated employee in this category must report investments in and income from individuals and entities that supply equipment, materials or services to SCAG

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Executive Director may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of the disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner as this conflict of interest code.

**EXPLANATION OF PROPOSED SUBSTANTIVE AMENDMENTS
TO THE CONFLICT OF INTEREST CODE
REQUIRED BY THE FAIR POLITICAL PRACTICES COMMISSION
FOR THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS**

1. Addition and designation of the General Assembly Members. The General Assembly is authorized under the SCAG Bylaws to make final decisions on behalf of the agency with regard to budget and policy matters.
2. Addition and designation of the Manager of Finance. The position involves negotiating with governmental agencies and consultants regarding financial interests, and making recommendations directly to the Chief Financial Officer and Administration Committee/Regional Council regarding SCAG funds.
3. Addition and designation of the Internal Auditor. The position involves analysis and recommendations to the decision-makers regarding pre-award audit reports and consultant audit services.
4. Addition and designation of the Manager of Government and Public Affairs. The position entails recommending approval of consultant work and budget directly to the Deputy Executive Director, and is authorized to negotiate significant policy and legislative issues with outside agencies.
5. Addition and designation of the Manager of Special Projects. The position involves negotiating with funding agencies regarding approval of OWP projects and consultant contracts, and preparing grant applications that involve recommending approval of applications by the decision-makers.
6. Addition and designation of the Supervising Human Resources Officer. The position entails recommending approval directly to the decision-makers of consultant work and budget, and is authorized to negotiate benefits services on behalf of the agency.
7. Addition of disclosure category number 2. This disclosure category is narrowly tailored to apply to the newly added managerial-level positions.

Questions or comments regarding these amendments should be addressed to:

Justine Block, Deputy Legal Counsel
Southern California Association of Governments
818 West 7th Street, 12th Floor
Los Angeles, CA 90017-3435
(213) 236-1920

REPORT

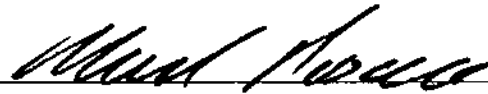
TO: Regional Council
Administration Committee

FROM: Brett Sears, AICP, Associate Regional Planner, (213) 236-1810,
sears@scag.ca.gov

SUBJECT: Sponsorship of the 2005 Clean Cities Conference and Exposition

DATE: December 2, 2004

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Approve the sponsorship amount of \$2,500 for the 2005 Clean Cities Conference and Exposition.

SUMMARY:

The Clean Cities - Coachella Valley Region has asked SCAG to sponsor the 11th National Clean Cities Conference, to be held May 1-4, 2005, in Palm Springs. The U.S. Department of Energy established the Clean Cities Program to support locally based government and industry partnerships in the expanded use of vehicles operating on alternative fuels. SCAG has been a member of the program since 1994. Staff recommends that the Regional Council approve \$2,500 in sponsorship for this conference. Sponsorship at this level will provide SCAG with 5 one-day exhibit-only passes for Fleet Day; 1 conference registration; and recognition in the mailings, web site, conference program, general sessions, sponsored event, and conference signage.

BACKGROUND:

The mission of the Clean Cities Program is to advance the nation's economic, environmental, and energy security by supporting local decisions to adopt practices that contribute to the reduction of petroleum consumption. Clean Cities carries out this mission through a network of more than 80 volunteer coalitions, which develop public/private partnerships to promote alternative fuels and vehicles, fuel blends, fuel economy, hybrid vehicles, and idle reduction. The Clean Cities - Coachella Valley Region has asked SCAG to sponsor the 11th National Clean Cities Conference, to be held May 1-4, 2005, in Palm Springs.

At its regular meeting in May of 1994, the SCAG Regional Council approved a request to the Secretary of the U.S. Department of Energy to designate SCAG as a member of the Clean Cities Program. Currently, The Partnership administers the Clean Cities Program in the SCAG region.



**SOUTHERN CALIFORNIA
ASSOCIATION of GOVERNMENTS**

REPORT

In 2003, the SCAG Clean Cities Coalition submitted 21 grant proposals (after review and certification by The Partnership). Of these, 8 projects were funded for a total of \$978,000. The Special Projects competitive grants include 66 "Clean Cities" to support the deployment of alternative fuels and alternative-fueled vehicles throughout the country.

Sponsorship at the \$2,500 level will provide SCAG with 5 one-day exhibit-only passes for Fleet Day; 1 conference registration; and recognition in the mailings, web site, conference program, general sessions, sponsored event, and conference signage.

ATTACHMENTS:

- General Fund: RC Special Projects Line Item Budget
- 11th National Clean Cities Conference and Exposition Sponsorship Opportunities

FISCAL IMPACT:

Sponsorship funds for this conference will be paid for out of the General Fund: RC Special Projects Line Item Budget. The current balance of this line item budget is attached.



**SOUTHERN CALIFORNIA
ASSOCIATION of GOVERNMENTS**

General Fund
RC Special Projects Line Item Budget
December 2, 2004

RC Special Projects	\$49,000
Transfer Funds to Travel for China Trip	(\$4,000)
Transfer Funds to RC General Assembly	(\$5,000)
Remaining Budget	\$40,000
Co-Sponsorship of UCLA's Extension Public Policy Program 2004 Arrowhead Symposium	(\$8,000)
Co-Sponsorship of Rail-Volution Conference	(\$5,000)
Co-Sponsorship of So. California's Leadership Class XV Tuition, Luncheon, & Graduation	(\$12,500)
Sponsorship of 3 rd Annual Inland Empire Transportation & Logistics Summit	(\$500)
Legislative Drafting (Approved June 2004)	(\$7,000)
Tribal Summit	(\$200)
Peer Review Program (January – June 2005)	(\$2,500)
Sponsorship Clean Cities Conference & Expo	(\$2,500)
Balance as of December 2, 2004	\$1,800



Sponsorship Opportunities

Palm 
Springs

May 1-4, 2005

11th National
Clean Cities
Conference
& Exposition

 Clean
Cities
Coachella Valley Region

 AFVI
ALTERNATIVE FUEL
VEHICLE INSTITUTE

Sponsorship Opportunities

We invite your participation in the 11th National Clean Cities Conference and Expo, May 1-4, 2005 in Palm Springs, California. The continued success of this conference is made possible by the support of our industry partners. The 2005 conference will be hosted and managed by the Clean Cities Coachella Valley Region Coalition and the non-profit Alternative Fuel Vehicle Institute. Your sponsorship will once again be a critical element to the success of this premier international alternative fuels and advanced technologies conference.

Sponsorship At A Glance

In addition to sponsoring one of the events listed in the sponsorship options, you will receive the following benefits:

Benefits	Platinum \$50,000	Gold \$25,000	Silver \$15,000	Bronze \$5,000	Corporate \$2,500
Complimentary meeting room space for one company event or meeting ¹	✓				
One vehicle display space at the Wyndham or the Convention Center ²	✓				
Company Logo Visibility During Opening Session	✓				
Priority Exhibit Booth Placement	✓	✓			
Vendor Track Speaking Session ³	✓	✓	✓ ⁴		
Speaking Opportunity at Sponsored Event, if relevant	✓	✓	✓		
Attendee List, at any point, upon request	✓	✓	✓	✓	✓
One-day Exhibit-Only Passes for Fleet Day	30	20	10	5	5
Full Conference Registration(s)	8	4	3	1	1
10' x 10' Exhibit Booth Space(s)	4	2	1	1	

Recognition					
Final Conference Program Ad	Full page with priority placement	1/2 page	1/4 page	1/6 page	1/8 page
Acknowledged in Conference Press Releases	✓	✓			
Acknowledged in Clean Cities ad in ShowTimes	✓	✓			
Acknowledged in On-line Marketing Mailings	✓	✓			
Acknowledged in Preliminary Mailings	✓	✓	✓	✓	✓
Logo on Conference Web site	✓	✓	✓	✓	✓
Acknowledged in Final Conference Program	✓	✓	✓	✓	✓
Acknowledged in General Sessions	✓	✓	✓	✓	✓
Signage Specific to Sponsored Event	✓	✓	✓	✓	✓
Conference Signage (nonevent specific)	✓	✓	✓	✓	✓

1- Complimentary meeting room space for one company event or meeting. (Note: Room set-up changes, audiovisual and refreshment costs are not included.) Room requests will be honored on a first-come, first-served basis during the dates we have meeting rooms contracted. Meeting times cannot conflict with official conference events.

2- One vehicle display space at the Wyndham or Convention Center. (Note: This benefit is available only to platinum level sponsors whose sponsorship and exhibitor fees are paid in full by November 12, 2004.)

3- Vendor Track provides you with a 30-minute session to promote your company. Presentation outlines will be required in advance and only companies that represent the fuels, vehicles and technologies that contribute to Clean Cities' petroleum displacement goal are eligible to participate.

4- The Vendor Track speaking session is only complimentary at the silver level for the Fleet Day sponsor. Other silver level sponsors may purchase a Vendor Track session for \$5,000.



Dean Armstrong/Jack Hollingsworth

Platinum Level Options - \$50,000

1. Opening Gala, Sunday, May 1, 2005

Will Kleindienst, Chairman of the 2005 conference and former mayor of Palm Springs, will welcome attendees to the first ever Clean Cities lawn party! The 1.5 acre estate is located one mile from the Wyndham. Shuttles and hosted walking tours will be provided. Walkers will be led by a tour guide offering points of interest along the way.

2. Evening Reception, Monday, May 2, 2005

If you attended the first Clean Cities conference in Palm Springs you know that the Monday night exhibit hall reception is a highlight. The evening starts in the exhibit hall and then continues just steps away at the Wyndham pool. Food and beverages will be provided.

3. Grand Finale Reception, Tuesday, May 3, 2005

This celebration is at the all-new Spa Resort Casino adjacent to the Convention Center. Music, dancing, food and beverages will close down this finale reception. Following the reception, attendees can enjoy the casino's live entertainment, and more than 900 slots and 30 game tables.

Gold Level Options - \$25,000

1. Coordinator Dinner, Saturday, April 30, 2005

This annual dinner celebrates the Clean Cities coordinators. Coordinators ascend to 8,500 feet on the Aerial Tramway, where dinner will be served. The tramway cars transport 80 passengers while they enjoy a panoramic view on the two and a half mile trip to the top.

2. Lunch, Monday, May 2, 2005

The energy is high and you can claim this captive audience for yourself. For the first time, we will feature a well known speaker in a formal program as part of the lunch. You will have an opportunity to emcee the lunch program. We'll help you reach your audience in a way that best represents you; for example, an awards presentation, table tents, or giveaways.

3. Ride-n-Drive, Tuesday, May 3, 2005, 11:00 a.m. to 2:30 p.m.

The Ride-n-Drive provides attendees with the opportunity to test drive the latest alternative fuel vehicles. The public will be invited to view the vehicles. Your logo will appear on all Ride-n-Drive signs, driver wristbands, and printed materials related to the event. (Note: Original equipment manufacturers and associations/organizations advocating for a particular fuel are not eligible to sponsor this event.)

4. ScienceFest, Wednesday, May 4, 2005, 9:00 a.m. - Noon

ScienceFest is devoted to educating students about alternative fuels and advanced technologies. Attendance can range from 1,000 to 5,000 students. The focus of this year's event is to introduce students to today's transportation options and options that will be available over the next 25 years. Science guy Bill Nye participated in the past and the 2005 personality will be of similar substance and stature.

Silver Level Options - \$15,000

1. Coordinator Luncheons, Sunday, May 1, 2005; Tuesday, May 3, 2005; Wednesday, May 4, 2005

Industry representatives clamor for the chance to make presentations to coordinators and to thank them for a job well done. Sponsorship dollars are used to cover the luncheon and offset the costs of subsidizing coordinator conference fees.

2. International Reception, Monday, May 2, 2005

A reception is held for delegates, coordinators, and companies doing business internationally. Your logo will be listed on the signs and invitations to this reception. Your representative is invited to host a brief program.

3. Breakfast and Break Package, Monday, May 2, 2005; Tuesday, May 3, 2005

Continental breakfasts and breaks will be held in the exhibit hall and, when possible, will be positioned near your booth. Sponsors will have the opportunity to market themselves in conjunction with their event.

4. Fleet Day Program, Tuesday, May 3, 2005

Fleet Day programming is designed for fleet operators and includes the Ride-n-Drive, Vendor Track and GSA auction. Your logo will be featured at each Vendor Track session and you will also have the opportunity to welcome attendees during a general session. You will receive a complimentary Vendor Track session.

5. Evaluation Giveaway, Wednesday, May 4, 2005

This item is an appealing memento, with your logo, that will get everyone excited about the 2006 Clean Cities conference while providing us the opportunity to collect valuable feedback.

6. Tote Bag

The conference tote bag, distributed to an estimated 1,000 attendees, offers sponsors substantial publicity. The bag will include your promotional materials, logo and the 2005 and 2006 conference logos.

7. Volunteer Sponsor

More than 100 local volunteers dedicate countless hours to the conference. We provide them with food, polo shirts, and admission to the closing reception. Your logo will appear on the volunteer polo shirts and all volunteer communications.

8. Lanyards

A lanyard is the cord that holds your badge. This year's lanyard doubles as a sunglasses holder. Your company name will be printed on the lanyard.

9. Cyber Café

The Cyber Café provides attendees with a place to check e-mail, surf the Web or print a document. The Café will be located in a booth or central gathering place. We will net-

work a minimum of four laptops to a printer and the fastest Internet connection we can afford at the conference site. Your logo or Web site will be set as the screen saver.

10. Closing Video, Wednesday, May 4, 2005

The heralded closing video is a highlight of every Clean Cities conference. The video is shown during the closing general session (combined with great giveaways). Your logo will appear on the screen before the video starts and after it ends.

Bronze Level Options - \$5,000

1. Transportation

While all of our reception venues are near the Convention Center, some participants may prefer a ride. Transportation is needed for receptions, tours and other events throughout the conference. Your company logo will be included on signs in the shuttles and vans.

2. Vendor Track Program, Tuesday, May 3, 2005, 11:00 a.m. - 2:30 p.m.

The Vendor Track provides you with a 30-minute session to promote your company. Tuesday is Fleet Day which is designed to attract fleet customers. Presentation outlines will be required in advance and only companies that represent the fuels, vehicles and technologies that contribute to Clean Cities' petroleum displacement goals are eligible to participate.

3. Agenda at a Glance

Life at the conference is simplified with a condensed "Agenda at a Glance". Your logo will be printed on the agenda.

4. Hotel Room Keys

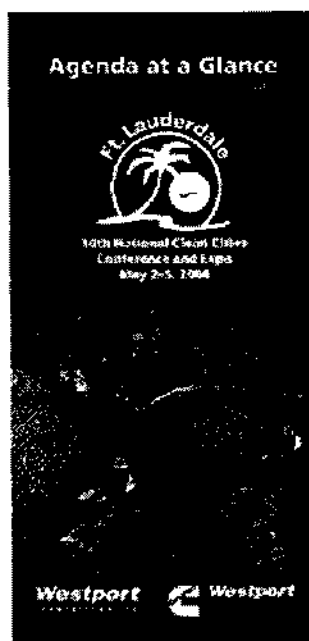
Your logo will be on the 1,000 plus attendee room keys. Next to the conference program, their room key is probably the item attendees look at the most during the conference.

5. Luggage Tags

Do you want to see your logo circling baggage belts in airports around the country? Your logo will be printed on 1,500 luggage tags that will be mailed to exhibitors, sponsors, speakers, and attendees as they register for the conference.

6. Water Bottle

Water will be available throughout the Convention Center and attendees will pour it into the water bottle with your logo that they receive in their tote bags. Your water bottle will be seen at the conference and then in cities throughout the country.



Corporate Level Options - \$2,500

1. Coordinator's Agenda at a Glance

Coordinators have the double duty of tracking the functions everyone attends plus all of the things they are expected to do. A Coordinator's Agenda at a Glance, with your logo, helps them keep everything straight.

2. Sponsored Registrations

There are various categories of people who want to attend the conference, but are unable to due to limited funding. Your support will allow two people in the category you select to attend the conference. They will be notified of your generosity in their confirmation letter, and you will be acknowledged during one of the general sessions.

The categories to choose from are:

- ▶ International
- ▶ Higher Education Students
- ▶ Environmental Organization Representatives

3. Vehicle Display Space

This year we will present a static display area for vehicles. The static display will be set up before 10:00 a.m. on Tuesday morning. Vehicles must be removed by 5:00 p.m. on Tuesday, May 3, 2005.

Sponsor Today!

To sign up for sponsorship, contact Annaloyd Thomason at 702-254-4180, or e-mail questions to annaloyd@thomasonassoc.com.

Payment

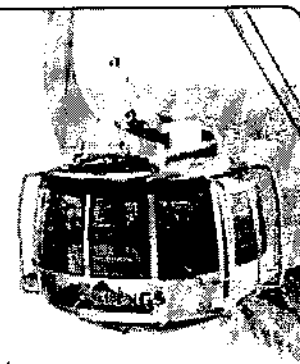
We accept Visa or MasterCard, company checks, or purchase orders. Upon commitment you will receive an invoice and will have 30 days to make your payment before the sponsorship option becomes available to someone else. (Note: If you plan to purchase additional exhibit booth space, please let us know when you make your sponsorship commitment so we can send you a combined invoice.)

Sponsorship Benefits

Upon receipt of payment, you will be contacted with information on how to receive your complimentary registrations and to reserve complimentary booth space. You will be given information on design deadlines, Web links, and Web advertising, if applicable, upon commitment.


Sponsorship Opportunities

The opportunities listed in this brochure are available on a first-come, first-served basis. Check the conference Web site often to view a list of current sponsorship opportunities. The Web site can be found at www.afvi.org



Capital Digital

REPORT

DATE: November 18, 2004
TO: Administration Committee and Regional Council
FROM: SCAG Staff
SUBJECT: Conference on Environmental Streamlining
EXECUTIVE DIRECTOR'S APPROVAL: 

RECOMMENDED ACTION:


Approve Co-sponsorship and funding up to \$10,000 and approve amending the OWP to allow funding to be taken from Environmental Planning Work Element.

BACKGROUND:

Staff was approached recently to discuss the development of a conference on this subject. It would be done in concert with the University of California Irvine (UCI) Department of Planning, Policy, and Design, the California State Bar and the President's Council on Environmental Quality. Such a conference would support the pursuit of SCAG policy regarding the streamlining of our environmental processes as well as helping SCAG develop a stronger working relationship with UCI. The program content and scope is still being worked out, which is why staff is suggesting a funding range of up to \$10,000

Fiscal Impact

This conference can be funded within existing budget allocations in the Environmental Planning work element 05-020.



REPORT

DATE: November 18, 2004
TO: Administration Committee and Regional Council
FROM: Mark Pisano, Executive Director
SUBJECT: Co-Sponsorship for the National Conference of the Congress for the New Urbanism

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Approve Co-Sponsorship and funding of \$5,000.

BACKGROUND:

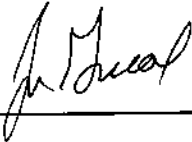
In early 2005, the Congress for the New Urbanism will be holding its National Convention in Southern California. This conference presents an opportunity for SCAG to pursue the coalition building towards our Compass program with participants in the Congress and to share SCAG's recommendations on development. The Congress's charter is consistent with many of the principles contained in the Compass program.

Fiscal Impact

This conference can be funded within existing budget allocations in the System Planning work element 05-010.



REPORT

DATE: November 16, 2004
TO: Administration Committee and Regional Council
FROM: Chief Counsel
SUBJECT: Transit Operators Agreements
EXECUTIVE DIRECTOR'S APPROVAL: 

RECOMMENDED ACTION:

Approve the attached work plan.

BACKGROUND:

SCAG has been informed by its funding partners, particularly the Federal Transit Authority and the Federal Highway Administration that it is required to enter into individual agreements with each publicly owned Transit Operator in the region in order to comply with federal regulations with regard to the coordination of regional planning and programming issues.

The particular federal regulation, 43 CFR section 450.310 requires an agreement between the Metropolitan Planning Agency (MPO) and operators of publicly owned transit services which specifies cooperative procedures for carrying out transportation planning and programming including corridor and subarea studies. Previously SCAG has not entered into such agreements since it has an agreement with the County Transportation Commissions, San Bernardino Associated Government, Imperial Valley Association of Governments and the Ventura County Association of Governments ("Commission Agreement") whereby those entities would, as appropriate establish a coordinated system of transit operations within their jurisdictions and enter into agreements when necessary to provide multicounty transit facilities and services. The agreement recognized that there should be procedures for carrying out transportation planning and programming.

This arrangement with the Commissions is consistent with state law which provides that the Commissions are the primary funding source and are responsible for short-range capital and service planning. Indeed, some Transit Operators have entered into formal agreements with the appropriate County Transportation Commission.

SCAG has been informed that this arrangement is no longer acceptable and that it must have agreements with each transit operator. As a result, SCAG is commencing a process to undertake this task. SCAG has identified in excess of 80 Transit Operators in the region, with whom it may need to have an agreement. Staff has prepared the attached work plan to accomplish this task in an orderly manner. In essence it is proposed to work in consultation with the Regional Transit Task Force over a period of at least a year to develop appropriate negotiating parameters, to prioritize the work and ultimately to bring recommendations to the Regional Council regarding the final agreements.

Fiscal Impact

There is none because the work will be accomplished through the adopted FY 04-05 budget.

		Draft Work Plan			
T-#	Description	Activities	Who	Dates	
1	Identification of Transit Operators within the Region	P&P staff to identify all Transit operators within SCAG region.	SCAG staff	Sept/Oct.2004	List prepared (attached)
2	Identification of contacts at Transit Operators	P&P staff to identify contact person at each Transit Operator. Priority to those who have had certification review. ²	SCAG staff	Nov./Dec.	
2	Development negotiating framework	SCAG legal, in consultation with P&P staff develops requirements for MOU. Review requirements in law and regulation, review current contracts and relationships.	SCAG staff	Nov./Dec.	
3	Development of process	P&P staff in consultation with legal develops a suggested process to work with the Transit Operators and to coordinate with County Transportation Commissions	SCAG staff	Nov./Dec.	
4	Report to the Regional Transit Task Force (RTTF)	Report on proposed process and negotiating process to RTTF.	SCAG staff	Dec/Jan	
5	Reports/Approval of Regional Council	Reports are provided to the RC as appropriate.	SCAG staff	Initial report from TAC expected in Jan/Feb.	
6	Coordination with Caltrans MOU process	SCAG staff must regularly coordinate with Caltrans MOU process.	SCAG staff	Continuous	
7	Consultation with FTA/FHWA	Seek guidance from FTA/FHWA on negotiating framework and process	SCAG staff	Dec/Jan	
8	Prioritization of MOUs	Implementation of the process. Contact specified Transit operators.	SCAG staff	Jan/Feb 2005	
9	Meet with Transit Operators and as appropriate County Transportation Commissions	Negotiate with selected Transit Operator representative and/or County Transportation Commissions	SCAG staff	Feb./Mar.2005	

¹ Dates are the best estimate of the staff of time required to complete the various activities, however, it must be recognized that each Transit operator and/or County Transportation Commission may have work schedule or unique timing issues which may require adjustment to this work plan.

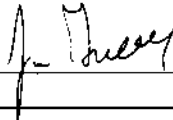
² Staff has identified in excess of 80 Transit Operators. To manage the process, staff is recommending that the Transit Operators be divided into at least two groups. If there are many differences amongst the Transit operators it may be necessary to divide the operators into three groups but at present staff anticipates that two groups should be a manageable process.

10	Report to RTTF and RC	Report any issues of concern based upon meetings with Transit Operators	SCAG staff	Mar. 2005
11	Draft MOU	SCAG legal prepares MOUs for individual Transit Operators	Chief Counsel	Mar. 2005
12	Approval of RTTF and RC to distribute	RTTF and RC to review and approve individual Transit Operator MOU's		Mar/Ap. 2005
14	Negotiate with 1 st Priority operators		SCAG staff	Ap./May 2005
15	Final approval of RTTF and RC			May/June
16	Finalize MOU/Execution		SCAG staff	June/July 2005
17	Meet with 2 nd Priority operators and/or County Transportation Commissions as appropriate	Negotiate with 2 nd priority Transit Operators. Identify any issues of concern	SCAG staff	July/August 2005
17	Report to RTTF and RC	Report any issues of concern and receive direction	SCAG staff	Sept. 2005
18	Draft individual MOU's for 2 nd priority Transit Operators		Chief Counsel	Sept/Oct. 2005
19	Approval of RTTF and RC to distribute individual MOU's.			Oct. 2005
20	Negotiate with 2 nd priority Transit Operators		SCAG staff	Oct/Nov 2005
21	Final Approval of RTTF and RC			Dec. 2005
22	Finalize MOU/Execution		SCAG staff	Dec/Jan

REPORT

Date: December 2, 2004
To: Administration Committee
FROM: Debbie Dillon, Supervising HR Officer
213-236-1870, dillon@scag.ca.gov
SUBJECT: New Peer Recognition Program

EXECUTIVE DIRECTOR'S APPROVAL: _____



RECOMMENDED ACTION:

Approve the creation of a Peer Recognition Program and funding of up to \$5,000.00 per fiscal year from the General Fund to administer the program. The program could begin in January 2005 and no more than \$2,500.00 would be spent on the program this fiscal year. There is currently adequate funding in the General Fund available for this program.

BACKGROUND:

The Peer Review Committee (PRC) is an employee group that is representative of the SCAG workforce that meets regularly to provide input to management on issues that are important to the interests and welfare of SCAG employees.

Over the course of the year the PRC members have been working on the development of an employee recognition program. The development included a working group of the PRC who sought input from all staff and collected fifteen sample programs from SCAG member jurisdictions. The program has been carefully reviewed and approved by Executive Management and has been shared with all employees for additional comment on the draft program.

Peer Recognition Program Description

The Southern California Association of Governments takes great pride in its employees. With this in mind, SCAG is implementing a recognition program to formally acknowledge employees' outstanding performance, contributions and achievements. Nominations will be submitted by fellow colleagues and award selection will be determined by the Peer Review Committee.

Eligibility

Any regular, non-probationary and non-management employee of SCAG, whose last overall performance evaluation rating was meets, above or excels, is eligible to receive an award. An individual can only receive an individual award once in a 12-month period.

REPORT

Who Can Nominate?

Any SCAG employee may nominate an employee(s) for recognition by submitting a nomination form to the Peer Review Committee outlining, in detail, the outstanding performance or achievement. The nominator must include their name on the nomination form. Employees cannot nominate themselves. Nomination forms will be available from Human Resources, in the lunchroom and on the SCAG form bank. Completed forms should be returned to Human Resources, a box in the lunchroom or the SCAG form bank.

Type of Award

Both individual and team performance awards will be presented.

Frequency of the Award

Nominations will be secured monthly. Awards will be presented quarterly.

Determination of the Award Recipients

The Peer Review Committee (PRC) will determine the award recipients. If a PRC member has been nominated, they will be excused from voting. If a PRC member nominates someone, they will abstain from voting.

Quantity to be Awarded

The number of awards to be distributed in a given period will be at the discretion of the Peer Review Committee based on the award criteria and will be weighed against the available budget.

Announcement of Award Recipients

Employees recognized through the Peer Recognition Program will be announced quarterly (January, April, July, October) at the beginning of the monthly All Staff meeting and quarterly at the Regional Council meeting. A member of the Peer Review Committee will make the announcement.

Individual Award Criteria

- Consistently demonstrates exemplary service to members, subregions, planning partners, the public and colleagues.
- Enhances morale by motivating or inspiring fellow workers. Models, practices and promotes harmony and teamwork in the workplace.
- Exhibits performance characteristics such as energy, enthusiasm, initiative and flexibility.
- Successfully undertakes projects, activities or events that bring positive recognition to the organization.
- Individual is often called upon for needed assistance because they are knowledgeable, cooperative and dependable.

REPORT

The Peer Recognition Program is unique and differs from the merit pay program in that awards are determined by one's peers. In addition, award recipients receive public recognition.

Individual Award

Those who receive an individual award will receive an enhanced quality-framed certificate to be presented during the monthly employee staff meeting. Each will be unique as the wording will be drawn from the nomination form.

Award recipients will also choose one from among three different kinds of gift certificates (bookstore, restaurant, department store). Human Resources staff will keep track of the gift certificates. The value of the gift certificate will be \$50. Certificates may not be redeemed for cash.

Award recipients will have their name engraved on a perpetual plaque displayed in a public area.

Team Awards (Together Each Achieves More)

Description

This recognition is designed to reward efforts and accomplishments of various teams, task forces or working groups. The purpose is to encourage and reward participation and quality group efforts that require staff teamwork and cooperation to achieve a successful outcome, product and/or outstanding service.

The project manager of a specific project would be responsible for identifying the "core" team. A core team member would be any individual who expended a significant amount of time throughout the duration of the project.

Team Award

Those who receive a team award will receive an enhanced quality-framed certificate to be presented during the monthly employee staff meeting. Each will be unique as the wording will be drawn from the nomination form.

Award recipients will also choose one from among three different kinds of gift certificates (bookstore, restaurant, department store). Human Resources staff will keep track of the gift certificates. The value of the gift certificate will be \$50. Certificates may not be redeemed for cash.

The team project name will be engraved on a perpetual plaque displayed in a public area.

REPORT

Other Areas of Consideration

- Our intent is to start small and consider expanding later. We want a program that is simple to administer, understand and that is sustainable year-after-year, regardless of budget. We will continue to refine the program over time.
- In terms of service awards and separation awards, most PRC members felt that we should look at this again after establishing the primary recognition program. There was a program at several of the organizations whereby years of service were marked by a different color of pin that seemed quite popular.
- We recommend a review of the Peer Review Committee membership to ensure that it is representative of the different SCAG departments and the various job classifications.

FISCAL IMPACT:

The 2004/2005 fiscal year impact will but up to \$2,500.00. Following years may be up to \$5,000.00. See attached for current information on the availability of General Fund monies.

CONCLUSIONS:

We think this is a good program that is important for employee morale and provides a structured venue for recognizing the contributions of individuals and teams. The PRC will review the program every six months to make refinements as needed to ensure the success of the program.

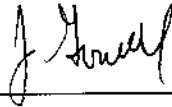
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RC Special Projects Line Item Budget
December 2, 2004

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Tribal Summit	(\$200)
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Sponsorship Clean Cities Conference & Expo	(\$2,500)
Balance as of December 2, 2004	\$1,800

REPORT

DATE: January 6, 2005
TO: The Regional Council
FROM: The Executive Committee
SUBJECT: Approval of the 2005 State and Federal Legislative Program

EXECUTIVE DIRECTOR'S APPROVAL



Members of the policy committees were encouraged in November to submit their suggestions for revisions to the 2005 State and Federal Legislative Program to SCAG Government Affairs staff. The following revisions were received, evaluated, and approved by the Executive Committee on December 2nd for inclusion in the program.

1. Under **Environmental Streamlining** on page 7: The fourth bullet point stating, "Develop the concept of streamlining or simplifying CEQA" was added.
2. Under **Goods Movement** on page 8: The bullet point under *Monitoring* stating, "Monitor the action taken by the federal government to improve the safety of foreign trucks traveling on California roads as the result of the North American Free Trade Agreement (NAFTA)" was added.
3. Under **Housing** on page 8: The first bullet point was revised to read, "Working with the Schwarzenegger Administration, seek a resolution to the cost reimbursement issues concerning the Regional Housing Needs Assessment (RHNA) *at both the regional and subregional levels*" (the text in italics was added).
4. Under **Waste Management** on page 11: The first bullet point was restated to read "Support legislation that removes impediments to the adoption of transformation or conversion technologies to help municipalities meet and exceed their requirement to divert 50% of their solid waste away from landfills."

The Executive Committee then approved the 2005 SCAG State and Federal Legislative Program. It will be implemented by SCAG on January 1, 2005.



Final Draft: Approved by Executive Committee

THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) 2005 STATE AND FEDERAL LEGISLATIVE PROGRAM

INTRODUCTION

Each year, the Regional Council adopts a state and federal legislative program to direct the legislative activities of the Southern California Association of Governments (SCAG). The 2005 Legislative Program, which contains highlights from 2004 and additional explanatory materials, will guide SCAG's legislative activities in the coming year.

As in past years, SCAG legislative staff will continue to take action on Regional Council policies where they exist and will communicate Regional Council positions to legislators, administrators and others. SCAG legislative staff will also undertake new initiatives as they arise at the direction of the Regional Council.

At the core of the 2005 Legislative Program are SCAG's top legislative priorities. Because the Transportation Equity Act for the Twenty-First Century (TEA-21), the federal surface transportation program, has been extended to May 31, 2005, the reauthorization of TEA-21 remains SCAG's federal priority. SCAG's advocacy efforts will focus on enhancing Southern California's funding opportunities in the reauthorization. On a federal level, SCAG will also work to improve the flow of Consolidated Planning Grant (CPG) funds, on which SCAG depends for its statutorily required metropolitan planning.

On the state level, SCAG's legislative priority will center on a collaboration with Business, Transportation and Housing Secretary Sunne Wright McPeak and housing stakeholders like the League of California Cities and the California State Association of Counties (CSAC) to redefine the local and regional responsibilities in implementing state housing goals.

In the area of transportation, SCAG will advocate a constitutional amendment to protect Proposition 42 revenues from reallocation to the state's General Fund and design-build and design-sequencing legislation to expedite project delivery.

The 2005 Legislative Program will also further the Compass Implementation Framework, which was approved by the Regional Council in June 2004. This framework, or 2% Strategy, is guided by four key principles—mobility, livability, prosperity and sustainability—and addresses the challenges associated with future growth in the SCAG region. Because the 2% Strategy is interdisciplinary, its ideas are incorporated throughout the transportation, housing, growth and land use, habitat and open space, and sustainability sections of the 2005 Legislative Program and is marked with a ^{2%} symbol.

Upon its adoption by the Regional Council, SCAG's legislative staff will implement the 2005 Legislative Program. The timeframe for implementation is the 2005 calendar year. The 2005 Legislative Program is outlined following the 2004 program highlights.

Final Draft: Approved by Executive Committee

2004 PROGRAM HIGHLIGHTS

Federal Issues

SCAG's top federal legislative priority during 2004 was the reauthorization* of TEA-21. Disagreement among the Senate, the House, and the Administration over the surface transportation program's total funding level slowed the progress on reauthorization, and TEA-21 was extended by continuing resolution (HR 5183) to May 31, 2005.

As debate on the reauthorization progressed, SCAG continued to lead and further develop the Southern California Consensus Programs for both the reauthorization and the appropriations measures. SCAG initiated the reauthorization component of the Consensus Program in 2003 and the appropriations component in 2004.

Following the success of the group's inaugural visit in 2003, SCAG lead a delegation comprised of SCAG Regional Council members, the chairs and chief executive officers of the county transportation commissions**, Imperial County and Metrolink on a trip to Washington, D.C. in February 2004 to advocate the reauthorization Consensus Program to key congressional and executive decision makers. The delegation conveyed a unified message about the region's transportation needs. A similar effort is envisioned for 2005.

State Issues

SCAG's state legislative priority in 2004 was the passage of AB 2158 (Lowenthal) and AB 2348 (Mullin) relating to housing element reform. SCAG had participated extensively in the housing element working group that produced the bills. Both AB 2158 and AB 2348 passed the Legislature and were signed by Governor Schwarzenegger.

SCAG also supported constitutional amendments to protect Proposition 42 revenues used for transportation purposes. Legislative efforts to safeguard Prop 42 funds were unsuccessful and are expected to re-emerge in the 2005 legislative session.

* An authorization or reauthorization provides the statutory authority to expend federal funds on a project or program. An appropriation is the annual expenditure of federal funds for the authorized purpose.

** The Los Angeles County Metropolitan Transportation Authority (LACMTA); the Orange County Transportation Authority (OCTA); the Riverside County Transportation Commission (RCTC); the San Bernardino Associated Governments (SanBAG); and the Ventura County Transportation Commission (VCTC).

Final Draft: Approved by Executive Committee

Regional Transportation Plan (RTP) and Regional Transportation Improvement Program (RTIP)

The Regional Council adopted the 2004 RTP in April and the 2004 RTIP in July of this year. Both the RTP and the RTIP call for legislative steps to be taken toward facilitating the implementation of transportation projects and programs. To that end, SCAG assisted the California Foundation on the Environment and the Economy (CFEE) in the development of state legislation to “firewall” Proposition 42 revenues derived from sales taxes on gasoline and to encourage expedited project delivery in the form of design-build and design sequencing.

Federally, SCAG advocated the inclusion of language in the reauthorization on the expanded role of the Transportation Infrastructure Finance and Innovation Act (TIFIA) in predeployment planning. It also advocated proposals to use tax credit bonds and tax credit equity to encourage investment in larger transportation projects. Throughout the year, SCAG’s legislative staff worked to create an awareness of the funding issues in the RTP and RTIP and will continue to do so in 2005.

Final Draft: Approved by Executive Committee

2005 LEGISLATIVE PROGRAM

The SCAG 2005 Legislative Program describes Regional Council federal and state legislative and administrative priorities that SCAG will pursue during the coming year. In preparing the program, SCAG legislative staff sought the input of our state and regional planning partners like the California Association of Councils of Government (CALCOG) and the county transportation commissions.

Throughout this section, issues are categorized by subject matter (e.g., Housing, Air Quality) and are grouped into one of three subcategories: Advocacy, Monitoring, or Development.

Issues subcategorized under *Advocacy* are of foremost concern to the Regional Council and will be advocated by SCAG. Issues subcategorized under *Monitoring* are of interest to the Regional Council and will be tracked by SCAG; policy committees and the Regional Council will be alerted to proposed changes in those areas. Issues included under the subcategory *Development* are those in which the Regional Council or its policy committees have asked SCAG staff to further develop ideas, to begin or continue efforts, or to provide more information. They are inventoried here for the Regional Council's information and should not be read as requests for federal or state legislative or administrative action.

SCAG

Roles and Leadership

Working in coordination with the county transportation commissions, Metrolink, and local transportation agencies, SCAG will pursue the following advocacy goals.

Advocacy

- Provide regional leadership in seeking federal and state funding for projects and programs that implement SCAG's adopted 2004 RTP and 2004 RTIP and in advocating for projects needed to maintain air quality conformity in the SCAG region.
- Coordinate advocacy efforts to advance the Southern California Consensus reauthorization and appropriations programs and continue consensus building among local transportation commissions, cities, counties, and subregional organizations.
- Advocate federal legislation that increases funding for Metropolitan Planning Organizations (MPOs) commensurate with their increased responsibilities.
- Advocate state legislation that increases funding for Regional Transportation Planning Agencies (RTPAs).

Final Draft: Approved by Executive Committee

- Advocate a stronger role for regions and MPOs in planning for America's global economic competitiveness.

Development

- With the interstate highway system nearing completion, promote a national discussion about the role of the federal government in transportation planning and funding to ensure effective participation by the United States in the global economy.

Homeland Security

Development

- Serve as a forum where operations and plans can be discussed and coordinated.
- In coordination with local agencies and other stakeholders, engage as an MPO in a more active role in security and disaster planning.

TRANSPORTATION

Reauthorization of TEA-21

Advocacy

- Advocate the inclusion in the reauthorization of projects and programs in the adopted 2004 RTP and the adopted 2004 RTIP.
- Advocate the inclusion in the reauthorization of the projects contained in the Southern California Consensus Program.
- Support ongoing national efforts to adequately fund congestion mitigation programs, goods movement projects and programs, and safety infrastructure improvements in the reauthorization.
- Support efforts to achieve a 95% minimum guarantee rate of return for states.

Development

- Continue Southern California Consensus Program consensus-building meetings, visits, and outreach with Members of Congress, state and federal administration officials, the county transportation commissions, cities, counties, subregional organizations and key stakeholders.

Appropriations

Advocacy

- Advocate congressional support for SCAG's FY 2006 appropriations requests as approved by the Regional Council.

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- Advocate appropriations for projects contained in the Southern California Consensus Program.
- Support earmarks or discretionary funding applications of jurisdictions within the SCAG region consistent with the Southern California Consensus Program, the adopted 2004 RTP, the adopted 2004 RTIP and SCAG policies.

Maglev

Advocacy

- Seek the inclusion of predeployment planning and environmental review funding for the California Maglev Deployment Program in the reauthorization.
- Seek FY 2006 appropriations to continue predeployment planning and environmental review.
- Seek federal, state and local funds and policy maker and community support to complete predeployment planning and environmental review for the Initial Operating System (IOS) stated for completion by 2018.

Aviation

Advocacy

- Support legislation to promote and implement a decentralized aviation system including interconnecting high-speed ground transportation.

Development

- Encourage a dialogue between community, government, and industry stakeholders about noise mitigation and environmental justice, which may include lowering the Community Noise Equivalent Level (CNEL) from 65 CNEL to 60 CNEL, soundproofing, nighttime curfews or other noise mitigation topics.

Transportation Financing

Advocacy

- Advocate a constitutional amendment to protect Proposition 42 revenues from reallocation to the state's General Fund.
- Advocate addressing the allocation of the state's transportation funds to ensure an equitable distribution throughout the state.
- Support design-build and design-sequencing procurement procedures to expedite project delivery.
- Support local ballot initiatives to fund local transportation projects with local sales tax measures.

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- Support legislation that promotes the use of public/private partnerships and other innovative financing mechanisms.

Development

- Continue face-to-face discussions with state and federal legislators from the region about Southern California's long-term transportation requirements and the funding options needed to address these requirements.
- Develop a package of revenue mechanisms and strategies to finance major regional projects contained in the adopted 2004 RTP, including proposals to increase transportation funding through user fees and sales taxes on motor vehicle fuels and by adjusting the fuel excise tax rate to maintain historical purchasing power.
- Develop innovative financing proposals such as tax credit bonds, tax credit equity, tax-exempt bonds, TIFIA grants and TIFIA loans repaid with project-generated revenues.
- Expand consensus building and outreach efforts to the general public to educate regional residents about the unmet cost of the adopted 2004 RTP.
- Evaluate the merits of a regional gas tax/user fee measure and the institutional framework necessary to implement and manage it.

Environmental Streamlining

Development

- Develop the concept of streamlining the environmental documentation process for interregional projects.
- Build federal, state and local stakeholder support, including public and private interests, for environmental streamlining and a media and public outreach campaign.
- Develop the concept within the California Environmental Quality Act (CEQA) of shifting the burden of proof to opponents of projects and programs located in 2% Strategy areas ^{2%}.
- Develop the concept of streamlining and simplifying CEQA.

Goods Movement

Advocacy

- Support efforts of the West Coast Corridor Coalition to improve goods movement and reduce congestion along the I-5 from Vancouver, B.C. to Ensenada, Mexico.

Final Draft: Approved by Executive Committee

- Urge the state and federal government to take action to limit the mobile source emissions arising from goods movement.
- Support regional efforts underway by county transportation agencies that develop goods movement projects through the use of market-neutral financing concepts including user fees and other revenue generating mechanisms to service debt instruments.

Monitoring

- Monitor the action taken by the federal government to improve the safety of foreign trucks traveling on California roads as the result of the North American Free Trade Agreement (NAFTA).

Development

- With the participation and input of the county transportation commissions, Metrolink, and local agencies, develop the concept of user-supported dedicated facilities that offer a viable and potentially self-financing solution for mitigating congestion, reduce mobile source emissions arising from goods movement in Southern California, and ensure the safe and efficient movement of goods essential to the nation's economy.

Southwest Compact

Advocacy

- Advocate legislation that corresponds with SCAG's ongoing efforts to develop the Southwest Passage, a multi-state goods movement trade corridor along the I-10, and the Southwest Compact, a coalition of states sharing goods movement and economic development interests.

COMMUNITY, ECONOMIC AND HUMAN DEVELOPMENT

Housing

Advocacy

- Working with the Schwarzenegger Administration, seek a resolution to the cost reimbursement issues concerning the Regional Housing Needs Assessment (RHNA) mandate at both the regional and subregional levels.
- Working with Secretary Sunne Wright McPeak and housing stakeholders like the League of California Cities and CSAC, develop and support legislation to redefine the local and regional responsibilities in implementing state housing goals.
- Support legislative proposals to promote an increase in and the equitable distribution of affordable housing throughout the state and region.

Final Draft: Approved by Executive Committee

- Support jobs/housing balance incentive programs including the Interregional Partnership and urge the identification of permanent funding ^{2%}.

Growth and Land Use

Advocacy

- Support federal and state funding initiatives designed to promote mixed-use and multi-modal development ^{2%}.

Development

- Participate in the development of legislation related to the jobs-housing balance including, but not limited to, CALCOG growth policies, construction defect litigation and water availability ^{2%}.
- Encourage cities and counties to adopt land use policies that help the SCAG region achieve air quality conformity and transportation system performance ^{2%}.

Local Finance

Monitoring

- Via CALCOG, CSAC, the League of Cities and other organizations, monitor legislation pertaining to local finance, including bills and constitutional amendments regarding local sales taxes, property taxes, and gaming fees.

ENERGY AND ENVIRONMENT

Air Quality

Advocacy

- Advocate increased funding for improving air quality in the new non-attainment areas for the 8-hour ozone and PM2.5 standards in the CMAQ Program.
- Support increased state and federal funding for air quality programs that use incentives to accelerate private and public fleet turn-over to help reduce total regional emissions from on-road mobile sources.
- Support state and federal programs that incentivize cost-effective, market-based approaches that promote air-quality beneficial urban form, including incentive programs to encourage pedestrian/bike-friendly redevelopment projects that will help reduce vehicle miles traveled, congestion, and associated emissions ^{2%}.
- Support state and federal programs that fund outreach, education, and incentive programs to encourage behavioral change needed to help reduce vehicle miles traveled, congestion, and associated emissions.

Final Draft: Approved by Executive Committee

- Support extending the transportation air quality conformity clock for non-attainment areas from the current three-year RTP cycle to a four-year RTP cycle and that the four-year requirement will begin 2004-2008 covering existing RTP and every four years thereafter.
- Advocate the state and federal government to take action to reduce mobile source emissions under their jurisdictions or to delegate authority over these mobile sources to local governments.

Monitoring

- Monitor air quality conformity issues affecting the SCAG region.
- Monitor legislation or regulations pertaining to power plants located on the Mexican side of the U.S./Mexico border and to their negative effect on air quality in the SCAG region.

Energy

Advocacy

- Support legislation that provides more flexibility in directing “public goods charge-based energy efficiency funding” to local and regional governments.

Monitoring

- Track energy legislation relating to the formation, aggregation, and siting of utilities, energy efficient building standards, and renewable energy resources.

Development

- Encourage state efforts to develop energy goals and coordinate local initiatives to provide reliable, secure and safe energy at the lowest possible cost.
- Encourage efforts by the federal, state and local governments of the United States and Mexico to formulate an agreement establishing common environmental standards for the US/Mexico border.
- Encourage the installation and maintenance of California Best Available Control Technologies (BACT) on power plants in neighboring states and on the Mexican side of the US/Mexico border.

Habitat and Open Space

Advocacy

- Advocate market-based, incentive approaches to habitat management at the urban-rural interface, such as easement rights acquisition.

Final Draft: Approved by Executive Committee

Monitoring

- Monitor state and federal legislation that affects the management of wilderness habitat, urban habitat, and recreational open space.

Development

- Encourage the development of state and federal legislation that better integrates habitat conservation planning with regional transportation and land use development plans ^{2%}.
- Encourage the development of state legislation that supports the better integration of science into habitat and open space management.
- Encourage the development of state legislation that incentivizes the preservation of agricultural lands subject to urbanization pressures ^{2%}.

Sustainability

Advocacy

- Support state legislation that promotes incorporation of an environmental justice in local and regional planning ^{2%}.
- Support state legislation that incentivizes the development of brownfield sites in urban areas ^{2%}.
- Support state legislation that incentivizes the adoption of green building standards ^{2%}.

Development

- Encourage the development of state and federal incentives to promote urban infill development, as proposed in the Compass Implementation Framework ^{2%}.

Waste Management

Advocacy

- Support legislation that removes impediments to the adoption of transformation or conversion technologies to help municipalities meet and exceed their requirement to divert 50% of their solid waste away from landfills.

Monitoring

- Track state legislation that proposes changes to solid waste diversion mandates, establishes new mandates for solid waste management including electronic waste, or changes municipal recycling procedures.
- Track state legislation that proposes changes to the management and handling of hazardous waste.

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- Track California Integrated Waste Management Board (CIWMB) regulatory actions, including issues regarding specific types of waste, alternative daily cover, tipping fees, and markets for recyclable materials.

Development

- Encourage the development of state legislation and regulations to incentivize the deployment of innovative recycling and conversion technology projects.
- Encourage the development of state legislation that incentivizes the recycling and reuse of building demolition debris.

Water

Advocacy

- Support legislation that encourages comprehensive planning and implementation of water quality and supply measures, including the creation and operation of local agency initiatives for improved management of regional water resources ^{2%}.

Monitoring

- Track amendments to Clean Water Act, particularly those involving stormwater and non-point source pollution.
- Track state legislation, regulatory action and pending litigation regarding the implementation of total maximum daily loads (TMDLs).
- Monitor developments in the Bay Delta and on the Colorado River to ensure that the quantity and quality of Southern California water supplies are appropriately protected.
- Track state legislation and regulatory action and litigation concerning regional water impairments and water supplies

FINANCE

Advocacy

- Seek federal legislative and regulatory changes in the Consolidated Planning Grant reimbursement process to ensure payment to SCAG within 30 days of invoice.

REPORT


TO: Regional Council

FROM: Community, Economic and Human Development Committee (CEHD)
Jacob Lieb, Acting Lead Regional Planner, (213) 236-1921, lieb@scag.ca.gov

SUBJECT: Regional Housing Needs Assessment

DATE: December 2, 2004

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

The CEHD Committee recommends that the Regional Council authorize staff to request that the regional housing need allocation (RHNA) process be coordinated with the Regional Transportation Plan (RTP) update, as allowed under California Government Code Section 65584. This would allow SCAG to begin its RHNA process in spring 2006 at the latest. Such a request would need to be submitted no later than December 31, 2004. The request initiates a negotiated process with the State Department of Housing and Community Development (HCD) for the revised schedule.

Notwithstanding this request, staff will continue discussions with HCD, as well as with Secretary of Business, Transportation, and Housing Sunne Wright McPeak, to seek resolution on issues affecting the conduct of the RHNA.

SUMMARY:

Under State law (CA Government Code Section 65584), SCAG is required to allocate shares of the regional housing need to local governments and sub-regions. Current law calls for SCAG to perform this process between July 1, 2004 and June 30, 2005. However, newly enacted legislation (AB 2158) allows SCAG to request that the State coordinate the housing allocation with the RTP update. This would allow SCAG to begin its RHNA process in spring 2006. Established SCAG policy supports the RTP and RHNA processes proceeding together so that growth, development and infrastructure issues are addressed in a coordinated manner. At the same time, a later start date for the next RHNA could allow for other pending issues, particularly funding, to be resolved.

BACKGROUND:

SCAG staff has, during the last year, monitored and reported on issues affecting the conducting of the next RHNA. These issues include:

1. Pending legislation

During the last year, Assembly Bills 2158 and 2348 were under consideration in the Legislature. These bills, which have now passed into law, substantially reform the conduct of the RHNA and the local Housing Element respectively. Among other changes, AB 2158 allows SCAG to request a RHNA schedule that is coordinated with



REPORT

the Regional Transportation Plan (RTP) update. The bill also allows SCAG to request use of the RTP forecast and planning horizons in the RHNA. Such a request, under the statute, would need to be received by HCD prior to December 31, 2004.

2. Funding uncertainty

The State Legislature has failed to adequately allocate resources to reimburse Councils of Governments (COGs) as well as local governments for the RHNA. Currently the State budget identifies \$1,000 for this purpose. At the same time, the Commission on State Mandates issued a preliminary finding that COGs would not be eligible for these reimbursements, that rather they are only available to local governments. As an alternative funding mechanism, the Legislature included a provision in the State budget allowing COGs to charge a fee to cities and counties in order to cover RHNA costs.

3. Litigation

Litigation resulting from the 2000 RHNA was concluded by settlement agreement in October 2004.

4. Direction from State Department of Housing and Community Development (HCD)

State law requires that the RHNA process be initiated by HCD which would engage SCAG in a consultation, then issue a total regional housing need number. Given the uncertainties described above, SCAG requested direction on whether to proceed. HCD has not responded to this request, nor have they taken the steps described in law to formally initiate the process.

The passage of AB 2158 and 2348, as well as the conclusion of litigation, removes two of the issues affecting the next RHNA. The other two issues described above remain. SCAG is not prepared to proceed on this State mandate given these outstanding issues. Staff will continue discussions with HCD, as well as with Secretary of Business, Transportation, and Housing Sunne Wright McPeak, to seek resolution.

FISCAL IMPACT:

There is no cost associated with the recommended action.

MEMO

DATE: December 10, 2004

TO: Administration Committee
Regional Council

FROM: Heather Copp, CFO (213) 236-1804
Email: copp@scag.ca.gov

SUBJECT: Contracts and Purchase Orders Between \$5,000 - \$25,000

RECOMMENDED ACTION: Information Only

SUMMARY:

SCAG executed the following Purchase Order between \$5,000 and \$25,000

- Office Team \$15,000
Temporary Employment Services
Funding Source: FHWA

SCAG executed the following Contract between \$5,000 and \$25,000

- DB Consulting \$10,000
CVAG Growth Visioning Workshops
Funding Source: FTA



MEMO

DATE: January 6, 2005
TO: The Regional Council
FROM: Charlotte Pienkos, Government Affairs Analyst
Phone: (213) 236-1811 E-Mail: pienkos@scag.ca.gov
SUBJECT: SCAG Congressional and Legislative Representatives

The attached document contains a list of the SCAG region's congressional and legislative representatives. In Congress, SCAG is represented by 29 members of the House of Representatives, in addition to California's two senators, the Honorable Dianne Feinstein and the Honorable Barbara Boxer. At the California State Legislature, the SCAG region is represented by 23 senators and 42 assembly members.

Regional Council members wishing to contact any congressional or legislative official are encouraged to call or e-mail SCAG Government Affairs for assistance. Member directories and district maps may also be located on the World Wide Web at the following addresses:

United States House of Representatives: www.house.gov
United States Senate: www.senate.gov
California State Senate and Assembly: www.legislature.ca.gov

CP#105938



**SOUTHERN CALIFORNIA
ASSOCIATION of GOVERNMENTS**

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SOUTHERN CALIFORNIA CONGRESSIONAL DELEGATION

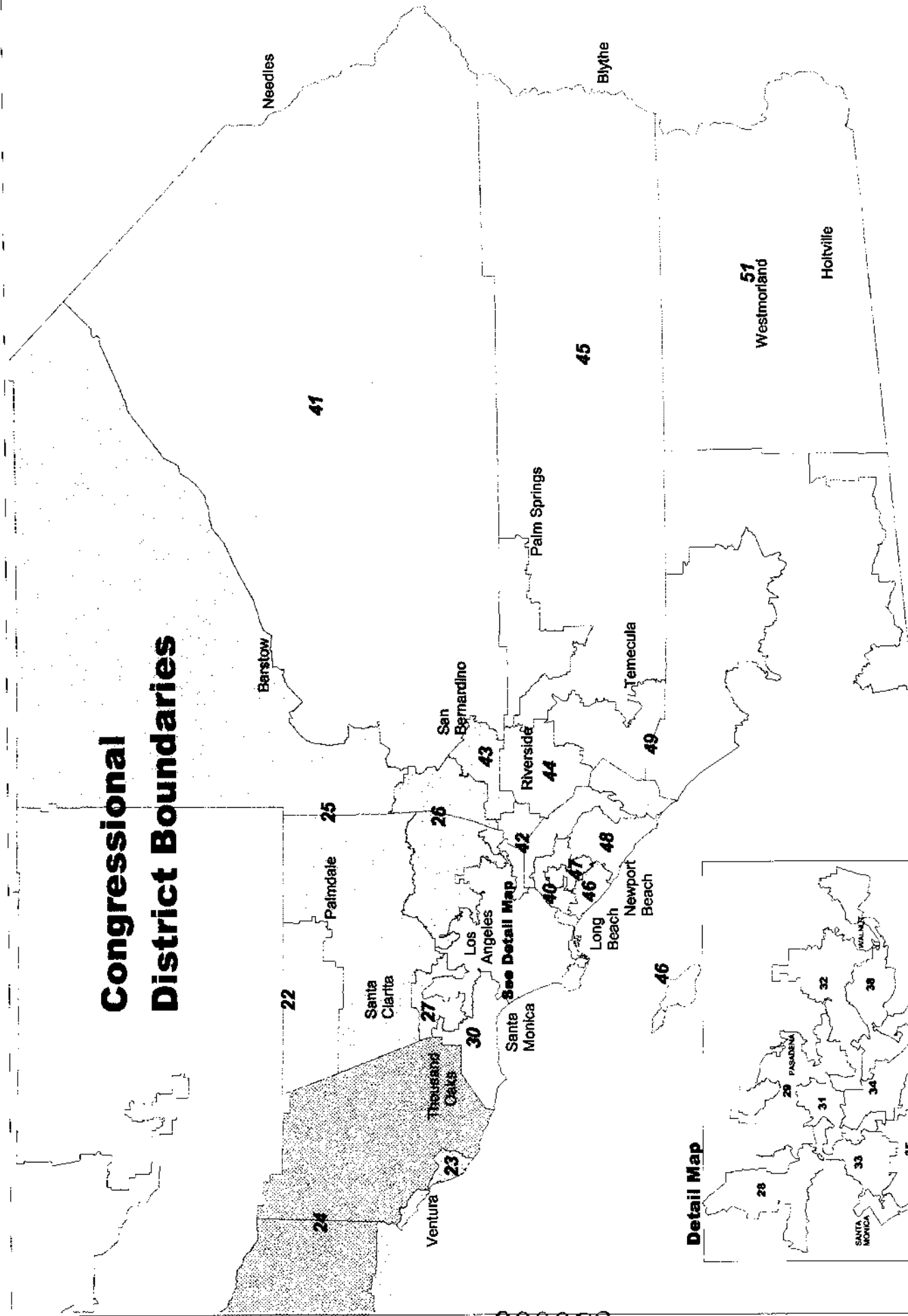
United States Senate—State of California

Barbara Boxer
Dianne Feinstein

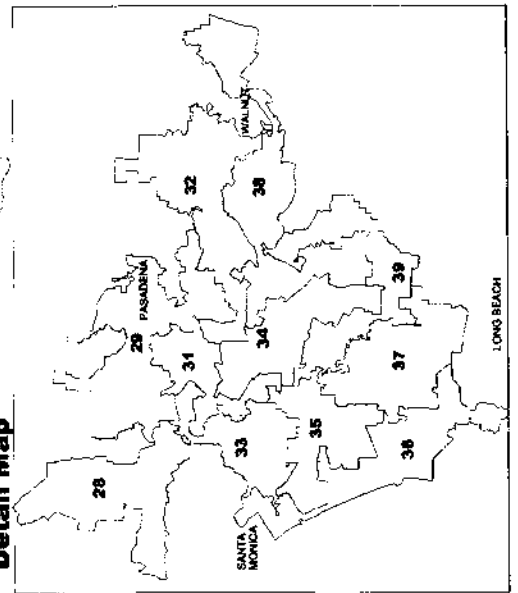
United States House of Representatives

District	Member
22	Bill Thomas (R)
23	Lois Capps (D)
24	Elton Gallegly (R)
25	Howard "Buck" McKeon (R)
26	David Dreier (R)
27	Brad Sherman (D)
28	Howard Berman (D)
29	Adam Schiff (D)
30	Henry Waxman (D)
31	Xavier Becerra (D)
32	Hilda Solis (D)
33	Diane Watson (D)
34	Lucille Roybal-Allard (D)
35	Maxine Waters (D)
36	Jane Harman (D)
37	Juanita Millender-McDonald (D)
38	Grace Napolitano (D)
39	Linda Sanchez (D)
40	Ed Royce (R)
41	Jerry Lewis (R)
42	Gary Miller (R)
43	Joe Baca (D)
44	Ken Calvert (R)
45	Mary Bono (R)
46	Dana Rohrabacher (R)
47	Loretta Sanchez (D)
48	Christopher Cox (R)
49	Darrell Issa (R)
51	Bob Filner (D)

Congressional District Boundaries



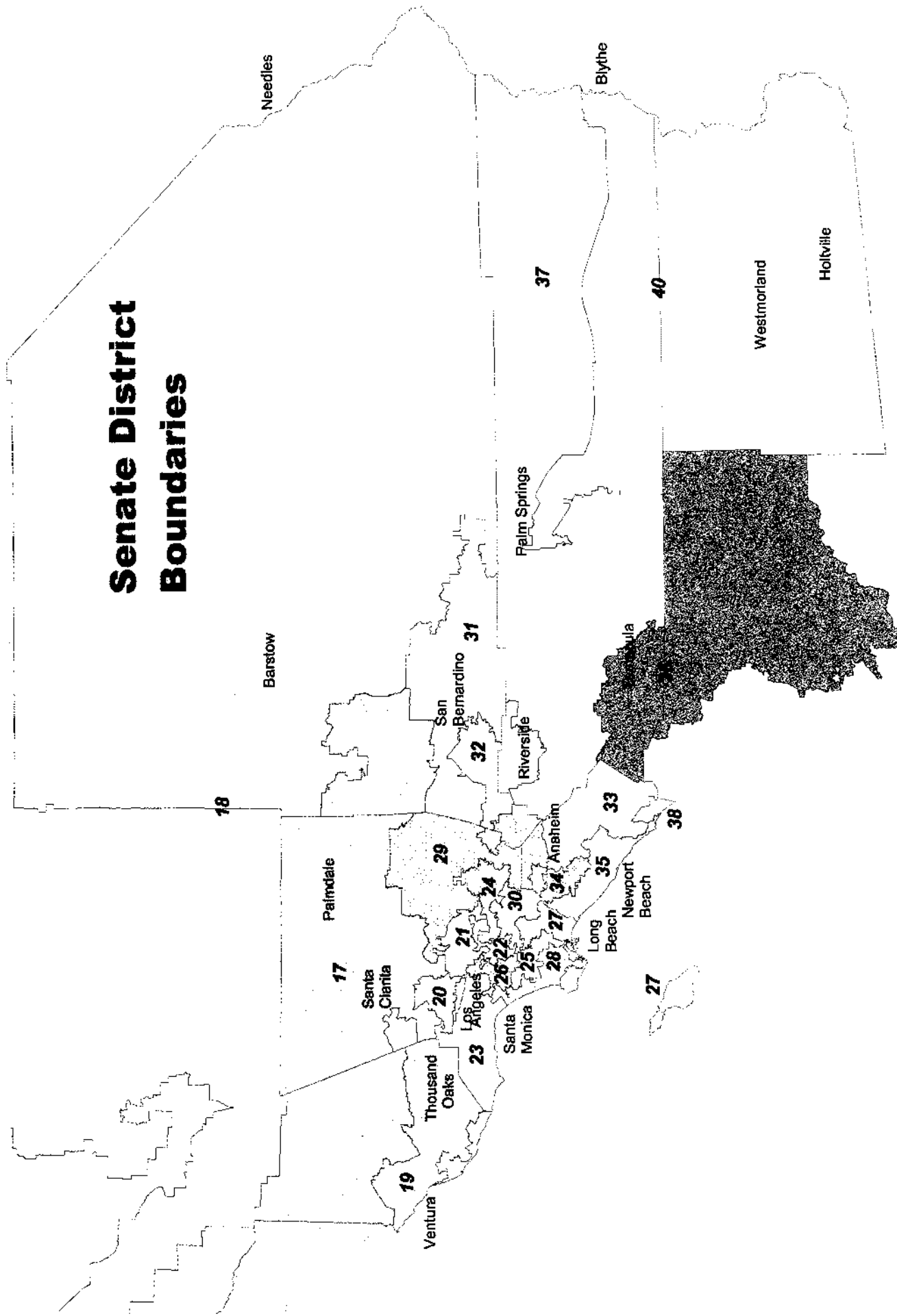
Detail Map



SOUTHERN CALIFORNIA STATE SENATE LEGISLATIVE DELGATION

District	Member
17	George Runner (R)
18	Roy Ashburn (R)
19	Tom McClintock (R)
20	Richard Alarcon (R)
21	Jack Scott (D)
22	Gilbert Cedillo (D)
23	Sheila Kuehl (D)
24	Gloria Romero (D)
25	Ed Vincent (D)
26	Kevin Murray (D)
27	Alan Lowenthal (D)
28	Debra Bowen (D)
29	Bob Margett (R)
30	Martha Escutia (D)
31	Robert Dutton (R)
32	Nell Soto (D)
33	Dick Ackerman (R)
34	Joe Dunn (D)
35	Ross Johnson (R)
36	Dennis Hollingsworth (R)
37	Jim Battin (R)
38	Bill Morrow (R)
40	Denise Moreno-Ducheny (D)

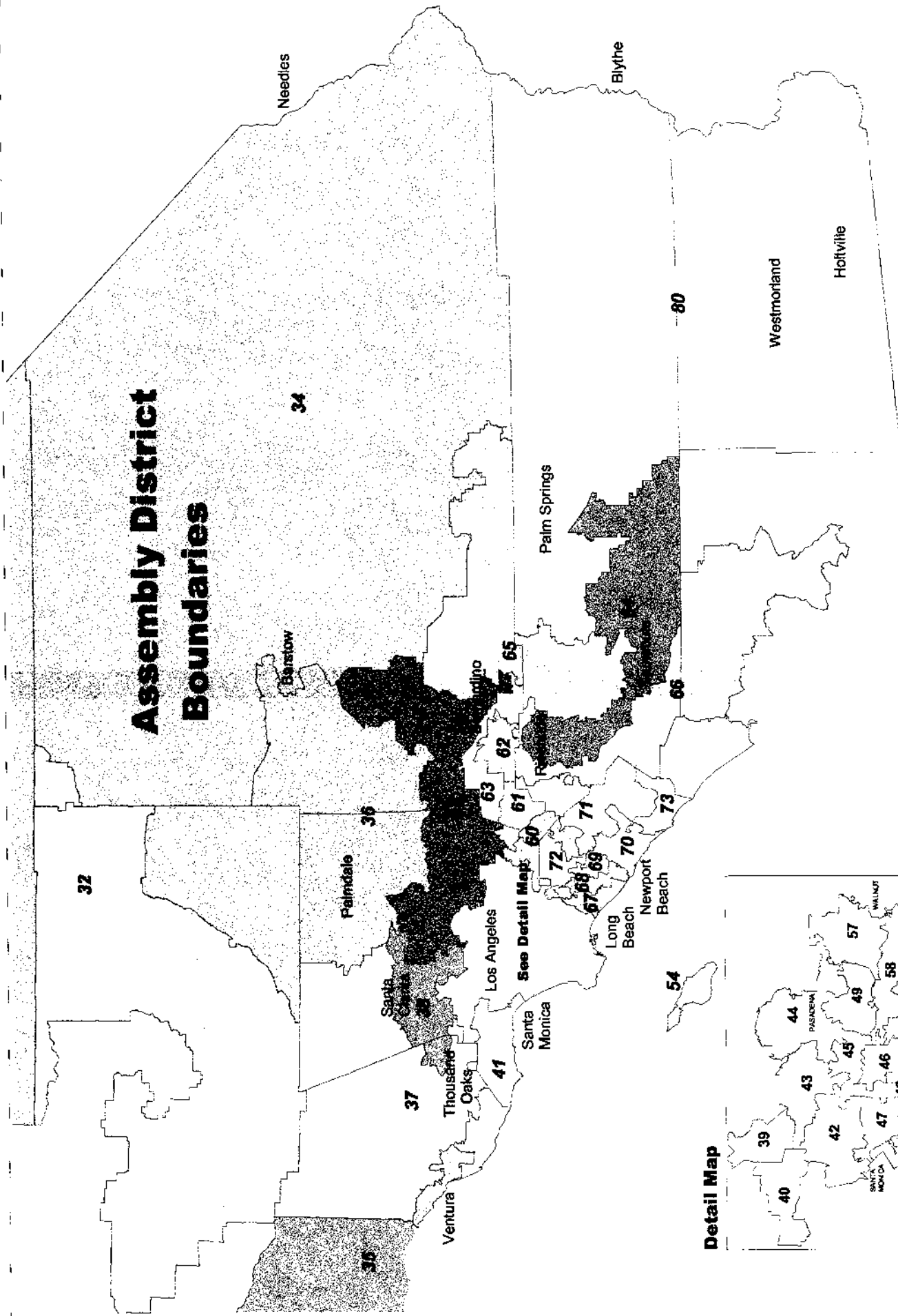
Senate District Boundaries



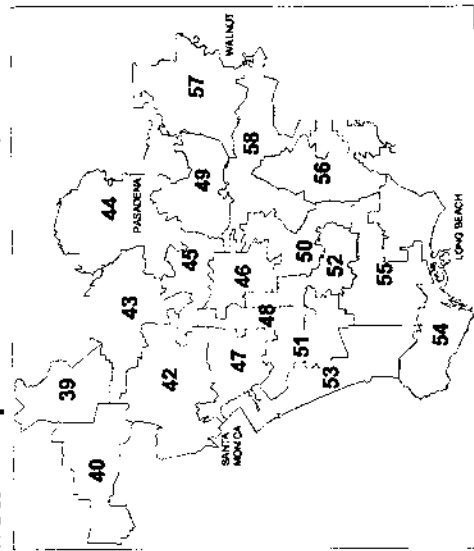
SOUTHERN CALIFORNIA STATE ASSEMBLY LEGISLATIVE DELGATION

District	Member
32	Kevin McCarthy (R)
34	Bill Maze (R)
35	Pedro Nava (D)
36	Sharon Runner (R)
37	Audra Strickland (R)
38	Keith Richman (R)
39	Cindy Montanez (D)
40	Lloyd Levine (D)
41	Fran Pavley (D)
42	Paul Koretz (D)
43	Dario Frommer (D)
44	Carol Liu (D)
45	Jackie Goldberg (D)
46	Fabian Nunez (D)
47	Karen Bass (D)
48	Mark Ridley-Thomas (D)
49	Judy Chu (D)
50	Hector De La Torre (D)
51	Jerome Horton (D)
52	Mervyn Dymally (D)
53	Mike Gordon (D)
54	Betty Karnette (D)
55	Jenny Oropeza (D)
56	Rudy Bermudez (D)
57	Ed Chavez (D)
58	Ronald Calderon (D)
59	Dennis Mountjoy (R)
60	Bob Huff (R)
61	Gloria Negrete McLeod (D)
62	Joe Baca, Jr. (D)
63	Bill Emmerson (R)
64	John Benoit (R)
65	Russ Bogh (R)
66	Ray Haynes (R)
67	Tom Harman (R)
68	Van Tran (R)
69	Tom Umberg (D)
70	Chuck DeVore (R)
71	Todd Spitzer (R)
72	Lynn Daucher (R)
73	Mimi Walters (R)
80	Bonnie Garcia (R)

Assembly District Boundaries



Detail Map



REPORT

DATE: January 6, 2005

TO: Administrative Committee and Regional Council Members

FROM: Zahi Faranesh/Hasan Ikhata

SUBJECT: January Shanghai Maglev Trip for Congressional Staff and U.S. Maglev Projects

EXECUTIVE DIRECTOR'S APPROVAL:

RECOMMENDED ACTION:

Approve SCAG representation during the Congressional Shanghai Maglev Trip in January or February, 2005.

BACKGROUND:

SCAG has been invited by Transrapid, USA to represent the Southern California Maglev Deployment Project on a trip to Shanghai and Beijing, China, that has been planned for January or February, 2005. Transrapid USA has extended similar invitations to all active Maglev projects: Pittsburgh, Baltimore-Washington, Southern California and Cal-Nevada.

The purpose of this trip is to educate Congressional Committee staff on Maglev technology and the United States Maglev Program. Several high-ranking Committee staff members will be included in the group, providing an excellent opportunity for SCAG to interface with Congressional staffers and educate them on the importance of the United States Maglev program and the Southern California Maglev Deployment Program. Participants will be able to interact with Congressional staff on an ongoing basis and will be able to present their projects to attendees.

With Congress reconvening in mid-January when discussions and negotiations will begin on TEA-21 Reauthorization, time is critical to ensure adequate funding for the Maglev program in the Reauthorization. The reauthorization process is expected to conclude in April 2005, making this trip essential to the understanding of the authors of such expansive transportation legislation.

FISCAL IMPACT:

The following table describes approximated costs that may be incurred by an attendee:

Item	Cost
Airfare	1,500
Hotel	1,000
Food/Per Diem	300
Other (svc. chg./transp./etc)	200
Total	3,000

Additionally, the FRA has agreed to pay for the previous October trip to Shanghai for the Maglev' 2004 Conference. The Regional Council previously agreed to fund this trip through SCAG's General Fund. It is requested that the expenditures for the January/February, 2005 trip for one staff person to be funded up to \$3,000 through the General Fund and an additional staff member be funded through other sources of funding.

General Fund
RC Special Projects Line Item Budget
January 6, 2005

RC Special Projects	\$49,000
Transfer Funds to Travel for China Trip	(\$4,000)
Transfer Funds to RC General Assembly	(\$5,000)
Transfer Funds from Line of Credit Interest Costs	\$9,200
Return Funds from China Trip (Paid by FRA)	\$4,000
Remaining Budget	\$53,200
Co-Sponsorship of UCLA's Extension Public Policy Program 2004 Arrowhead Symposium	(\$8,000)
Co-Sponsorship of Rail-Volution Conference	(\$5,000)
Co-Sponsorship of So. California's Leadership Class XV Tuition, Luncheon, & Graduation	(\$12,500)
Sponsorship of 3 rd Annual Inland Empire Transportation & Logistics Summit	(\$500)
Legislative Drafting (Approved June 2004)	(\$7,000)
Tribal Summit	(\$200)
Peer Review Program (January – June 2005)	(\$2,500)
Sponsorship Clean Cities Conference & Expo	(\$2,500)
Production Costs for New Members Benefits Brochure	(\$3,500)
Sponsorship of 2005 California Federal Delegation Reception	(\$5,500)
January/ February China Trip	(\$3,000)
Balance as of December 2, 2004	\$3,000

REPORT

DATE: January 6, 2005

TO: Administration Committee and Regional Council

FROM: Arnold San Miguel, Senior Government Affairs, (951) 784-3526,
sanmigue@scag.ca.gov

SUBJECT: Resolution to IVAG Subregion

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION: Approve Resolution (# to be inserted) to encourage the cities of Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial, Westmorland and the County of Imperial to maintain their relationship with the Imperial, Los Angeles, Orange, Riverside, San Bernardino and Ventura County metropolitan planning organization.

BACKGROUND: After the 2000 census the City of El Centro received an urban area designation having achieved a population over 50,000 persons. This urbanized area designation allows the area to establish itself as its own metropolitan planning organization.

FISCAL IMPACT: Adopting the resolution will have no fiscal impact on SCAG.





ASSOCIATION of GOVERNMENTS

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Officers: President: Councilmember Ron Roberts, Temecula • First Vice President: Supervisor Hank Kuiper, Imperial County • Second Vice President: Mayor Tom Young, Port Hueneme • Immediate Past President: Councilmember Bev Perry, Brea

Imperial County: Hank Kuiper, Imperial County • Jo Saeles, Brawley

Los Angeles County: Yvonne Brathwaite Burke, Los Angeles County • Zev Yaroslavsky, Los Angeles County • Jim A. Carger, Manhattan Beach • Harry Baldwin, San Gabriel • Paul Bowlen, Cerritos • Tony Corderas, Los Angeles • Margaret Clark, Rosemead • Gene Daniels, Paramount • Mike Dispenza, Palmdale • Judy Donlap, Inglewood • Rae Gabellin, Long Beach • Eric Garmelli, Los Angeles • Wendy Gruel, Los Angeles • Frank Gurulé, Culinary • James Hahn, Los Angeles • Janice Hann, Los Angeles • Sadore Hall, Compton • Tom LaBonge, Los Angeles • Martin L. Ligon, Los Angeles • Keith McCartney, Downey • Kowolyn Miller, Carament • Cindy Miskowski, Los Angeles • Paul Nowatka, Torrance • Pam O'Connor, Santa Monica • Alex Padilla, Los Angeles • Bernard Parks, Los Angeles • Jan Perry, Los Angeles • Beatrice Pao, Pico Rivera • Ed Reyes, Los Angeles • Greg Smith, Los Angeles • Dick Stanford, Azusa • Tom Sikes, Walnut • Paul Tallbot, Anaheim • Sidney Tyler, Pasadena • Lonia Reyes, Joraga, Long Beach • Antonio Vilanizysa, Los Angeles • Derek Washburn, Calabasas • Jack Weiss, Los Angeles • Bob Yostelion, Glendale • Dennis Zine, Los Angeles

Orange County: Chris Noroy, Orange County • Lou Bone, Tustin • Art Brown, Buena Park • Ricardo Chavez, Anaheim • Debbie Cook, Huntington Beach • Cathryn DeYoung, Laguna Niguel • Richard Dixon, Lake Forest • Alta Duke, La Palma • Bev Perry, Brea • Marilyn Poe, Los Alamitos • Joe Ringway, Newport Beach

Riverside County: Marion Ashley, Riverside County • Thomas Buckley, Lake Hrisore • Bonnie Hirsinger, Moreno Valley • Ron Lowenick, Riverside • Greg Petras, Calhoun City • Ron Roberts, Temecula

San Bernardino County: Pat Blane, San Bernardino County • Bill Alexander, Rancho Cucamonga • Edward Burston, Town of Apple Valley • Lawrence Due, Barstow • Lee Ann Garcia, Grand Terrace • Susan Longville, San Bernardino • Gary Oviatt, Ontario • Deborah Robertson, Rialto

Ventura County: Lary Mikels, Ventura County • Glen Becerra, Santa Fe • Carl Morehouse, San Buenaventura • John Young, Port Hueneme

Orange County Transportation Authority: Charles Smith, Orange County

Riverside County Transportation Commission: Robin Lowe, Hemet

Ventura County Transportation Commission: Bill Daves, Santa Fe

Resolution 04-459-1

RESOLUTION OF THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS TO EXPRESS OUR STRONG DESIRE THAT THE CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND AND THE COUNTY OF IMPERIAL CONTINUE TO BE AN INTEGRAL PARTICIPANT AND PARTNER IN THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS METROPOLITAN PLANNING ORGANIZATION

WHEREAS, the Southern California Association of Governments is the designated Metropolitan Planning Organization pursuant to 23 U.S.C. sec 134(a) and (g) for the counties of Los Angeles, Riverside, San Bernardino, Ventura, Orange, and Imperial and as such, SCAG is responsible for developing a Regional Transportation Plan pursuant to 23 U.S.C. 134(g), 49 U.S.C. Sec. 5303(f), and 23 C.F.R. Sec. 450.312; and

WHEREAS, The Southern California Association of Governments desires to make known its commitment to maintain and improve its relations as the region's MPO with the cities of Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial, Westmorland and the County of Imperial; and

WHEREAS, the cities within Imperial County and the County of Imperial are strategic components of the movement of people and goods internationally and nationally within the SCAG region including Baja California; and

WHEREAS, the Southern California Association of Governments supports the implementation of the Southwest Compact proposal to promote economic development via the development of an effective and efficient trade and transportation corridor along Interstate 8; and

WHEREAS, the cities within Imperial County and the County of Imperial greatly benefit from the economies of scale that enable SCAG to provide Imperial County governments with administrative contract services; technical services, including modeling, growth forecasts, economic forecasts, geographical information systems data and maps, regional housing needs assessment, regional transportation planning, air quality conformity, the preparation of the Regional Transportation Improvement Program (RTIP) and many other services; and

WHEREAS, in these times of transportation funding uncertainty at both the state and federal level and uncertainty surrounding the federal transportation reauthorization legislation it remains imperative that the SCAG Region continue to maintain a unified front when dealing with the state legislature, Congress and the Executive Branch at the state and federal level.

WHEREAS, the strength and ability of the six-county region to cooperatively resolve regional challenges occurs best in a unified cohesive environment where a variety of viewpoints produce the best regional policy;

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NOW, THEREFORE BE IT RESOLVED by the Regional Council of the Southern California Association of Governments, that the cities of Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial, Westmorland and the County of Imperial continue to remain as members of the SCAG MPO.

APPROVED AND ADOPTED by the vote of the Regional Council of the Southern California Association of Governments at a regular meeting this 6th day of January 2005.

RON ROBERTS
President, SCAG
Councilmember, City of Temecula

Mark Pisano
Executive Director

Karen Tachiki
Chief Legal Counsel

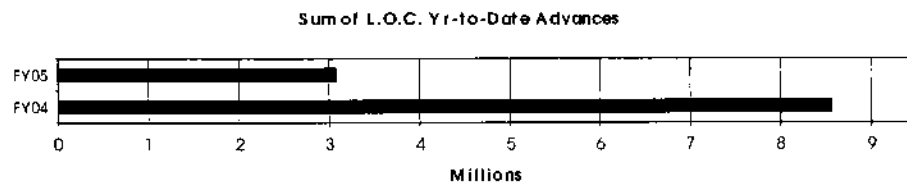
MEMO

DATE: December 13, 2004
TO: Administration Committee and Regional Council
FROM: Heather Copp, Chief Financial Officer
(213) 236-1804, copp@scag.ca.gov
RE: Monthly Report for November 2004

Information Only

Background: This report contains information about SCAG's cash flow, budget and expenditure data. This month, an FY 04-05 Dues Status Report as of December 13, 2004 is attached.

Cash Flow: At the end of November, the Letter of Credit (LOC) liability was again zero. The Association has been able to have 101 debt free days in the first 153 days of the fiscal year.



Budget and Expenses: The SCAG Agency-Wide and General Fund financial reports are attached. This financial data is directly exported from the SAP system. The Agencywide report is all inclusive of the OWP, General Fund, Indirect Cost and Fringe Benefits. We have categorized the accounts in the Agency-Wide report to give you a 'Big Picture'. These categories are summarized below and detailed on the following pages.

Percent of year: 42%

Category	Budget	YTD Expends	Balance	Percent Spent
Staff	9,510,204	3,584,460	5,925,744	38%
Consultant	11,874,209	713,310	11,160,900	6%
Sub Regions	1,376,692	7,727	1,368,965	1%
Direct Costs	4,273,302	1,430,267	2,843,036	33%
Fringe Benefits	3,324,808	1,391,793	1,933,016	42%
Other	3,238,414	485,963	2,752,451	15%
Total	33,597,626	7,613,520	25,984,112	23%

November Highlights

- Organized agency-wide participation in the Triennial Federal Certification process.
- Initiated the FY 05/06 budget development process.

Pc Dcs 105888

Budget v. Actual and Encumbrances
Through November - 42% of Year

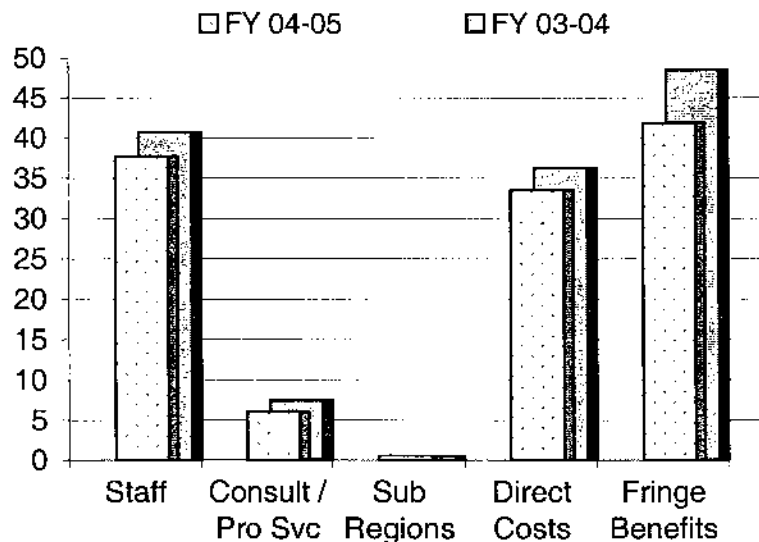
		Yr to Date Expenditures Thru November	Balance	Pct of Bud	Encum- brances	YTD Expenditures Plus Encumbrs	Balance	Pct of Bud
	Budget							
Staff								
Salaries	9,410,204	3,522,587	5,887,617	37%	-	3,522,587	5,887,617	37%
Temporary Help	100,000	61,873	38,127	62%	84,507	146,381	(46,381)	146%
	9,510,204	3,584,460	5,925,744	38%	84,507	3,668,968	5,841,236	39%
Consultant / Professional Services								
SCAG Consultant	10,612,409	288,309	10,324,100	3%	7,478,426	7,766,735	2,845,674	73%
Legal Services	435,000	110,584	324,416	25%	302,071	412,655	22,345	95%
Professional Services	826,800	314,417	512,384	38%	501,807	816,224	10,576	99%
	11,874,209	713,310	11,160,900	6%	8,282,304	8,995,614	2,878,595	76%
Sub Regions								
Subregional Consultant	354,359	5,138	349,221	1%	316,465	321,603	32,756	91%
Subregional Staff Projects	1,022,333	2,589	1,019,744	0%	1,027,106	1,029,695	(7,362)	101%
	1,376,692	7,727	1,368,965	1%	1,343,571	1,351,298	25,394	98%
Direct Costs								
Internet Access Fees	3,000	599	2,401	20%	1,198	1,796	1,204	60%
Software Support	115,000	59,273	55,727	52%	487	59,760	55,240	52%
Hardware Support	35,000	11,007	23,993	31%	14,516	25,523	9,477	73%
Software Purchases	28,000	2,375	25,625	8%	13,134	15,510	12,490	55%
Office Rent - Main Office	1,400,000	499,040	900,960	36%	727,991	1,227,030	172,970	88%
Office Rent - Satellite Office	38,000	19,158	18,842	50%	15,903	35,061	2,939	92%
Equipment Leases	340,000	143,066	196,934	42%	176,664	319,730	20,270	94%
Equipment Repairs	25,000	6,609	18,391	26%	11,667	18,276	6,724	73%
Insurance	180,000	156,378	23,622	87%	-	156,378	23,622	87%
Payroll and Bank Process Fee	25,000	9,217	15,783	37%	-	9,217	15,783	37%
Office Supplies	100,000	37,836	62,164	38%	53,687	91,523	8,477	92%
Small Office Purchase	14,100	44,409	(30,309)	315%	6,749	51,158	(37,058)	363%
Telephone Charges	80,000	24,881	55,119	31%	2,134	27,015	52,985	34%
Postage and Delivery	80,000	19,248	60,752	24%	486	19,735	60,265	25%
SCAG Memberships	74,000	64,265	9,735	87%	244	64,509	9,491	87%
Professional Memberships	7,500	1,303	6,198	17%	308	1,611	5,890	21%
Resource Materials and Subs	22,000	12,342	9,658	56%	13,744	26,086	(4,086)	119%
Depreciation - Furniture	32,700	12,530	20,170	38%	-	12,530	20,170	38%
Depreciation - Computer	85,000	25,611	59,389	30%	-	25,611	59,389	30%
Capital Outlay	200,000	-	200,000	0%	37,180	37,180	162,820	19%
Recruitment Notices	20,000	10,368	9,632	52%	5,902	16,269	3,731	81%
Public Notices	25,000	2,889	22,111	12%	1,364	4,253	20,747	17%
Staff Training	50,000	16,569	33,431	33%	2,876	19,445	30,555	39%
RC & Committee Meetings	20,000	7,462	12,538	37%	4,325	11,787	8,213	59%
RC Retreat	15,000	-	15,000	0%	-	-	15,000	0%
RC General Assembly	15,000	-	15,000	0%	-	-	15,000	0%
Other Meeting Expense	47,500	17,559	29,941	37%	7,887	25,446	22,054	54%
Miscellaneous	385,575	37,945	347,630	10%	48,886	86,831	298,744	23%
RC Meeting Stipends	130,000	35,880	94,120	28%	-	35,880	94,120	28%
Letter of Credit Interest	250,000	9,788	240,212	4%	-	9,788	240,212	4%
Caltrans Rapid Pay Fees	2,000	450	1,550	23%	-	450	1,550	23%
Cash Contributions to Projects	6,500	47,540	(41,040)	731%	-	47,540	(41,040)	731%
Printing	162,727	2,177	160,550	1%	39,012	41,189	121,538	25%
Travel	199,900	43,073	156,827	22%	350	43,423	156,477	22%
Travel - Event Registration	18,800	19,382	(582)	103%	2,071	21,453	(2,653)	114%
AMPO Board Expense	1,000	-	1,000	0%	-	-	1,000	0%
RC Special Projects	40,000	30,038	9,962	75%	4,461	34,499	5,501	86%
	4,273,302	1,430,267	2,843,036	33%	1,193,226	2,623,492	1,649,811	61%

Budget v. Actual and Encumbrances
Through November - 42% of Year

	Budget	Yr to Date Expenditures Thru November	Balance	Pct of Bud	Encum- brances	YTD Expenditures Plus Encumbrs	Balance	Pct of Bud
Fringe Benefits								
Vacation Accrual Reconciliatio	-	(3,187)	3,187	0%	-	(3,187)	3,187	0%
Severance Pay	-	15,026	(15,026)	0%	-	15,026	(15,026)	0%
Sick Leave Payback	-	(4,580)	4,580	0%	-	(4,580)	4,580	0%
Severance and Awards	-	39,832	(39,832)	0%	-	39,832	(39,832)	0%
Retirement - PERS	1,376,879	504,873	872,006	37%	-	504,873	872,006	37%
Retirement - PARS	55,800	28,456	27,344	51%	-	28,456	27,344	51%
Health Insurance	773,000	288,996	484,004	37%	-	288,996	484,004	37%
Dental Insurance	78,895	36,644	42,251	46%	-	36,644	42,251	46%
Vision Insurance	30,000	10,817	19,183	36%	-	10,817	19,183	36%
Life Insurance	110,000	39,641	70,359	36%	-	39,641	70,359	36%
Medical & Dental Cash Rebate	316,000	118,724	197,276	38%	-	118,724	197,276	38%
Medicare Tax	135,137	45,763	89,374	34%	-	45,763	89,374	34%
Tuition Reimbursements	15,000	263	14,737	2%	-	263	14,737	2%
Bus Passes	15,000	4,651	10,349	31%	-	4,651	10,349	31%
Carpool Reimbursements	5,000	1,540	3,460	31%	-	1,540	3,460	31%
Bus Passes - Taxable	75,000	23,855	51,146	32%	-	23,855	51,146	32%
Workers Comp Insurance (1)	230,097	233,900	(3,803)	102%	-	233,900	(3,803)	102%
Unemployment Insurance	40,000	557	39,443	1%	-	557	39,443	1%
Deferred Comp Match	65,000	4,826	60,174	7%	-	4,826	60,174	7%
Benefit Administration Fees	4,000	1,196	2,804	30%	-	1,196	2,804	30%
	3,324,808	1,391,793	1,933,016	42%	-	1,391,793	1,933,016	42%
Other								
Soft Match Contributions	3,063,230	485,963	2,577,267	16%	2,583,002	3,068,965	(5,735)	100%
Reconcile to Burden	175,184	-	175,184	0%	-	-	175,184	0%
	3,238,414	485,963	2,752,451	15%	2,583,002	3,068,965	169,449	95%
Grand totals:	33,597,629	7,613,520	25,984,112	23%	13,486,610	21,100,130	12,497,501	63%

(1) Note: Workers Comp, in Fringe budget, paid in full, in July

% of Budget Spent @ 42% of year



Budget v. Actual and Encumbrances
General Fund Only
Through November - 42% of Year

	Yr to Date Expenditures			Pct	YTD Expenditures			Pct
	Budget	Thru Novt.	Balance	of Bud	Encum- brances	Plus Encumbrs	Balance	of Bud
Staff								
Salaries	9,152	-	9,152	0%	-	-	9,152	0%
Fringe Burden	5,050	-	5,050	0%	-	-	5,050	0%
Indirect Burden	15,797	-	15,797	0%	-	-	15,797	0%
	29,999	-	29,999	0%	-	-	29,999	0%
Consultant / Professional Services								
Legal Services	200,000	16,027	183,973	8%	183,471	199,498	502	100%
Professional Services	280,000	110,173	169,827	39%	170,627	280,800	(800)	100%
	480,000	126,200	353,800	26%	354,098	480,298	(298)	100%
Direct Costs								
Office Supplies	0	-	-	0%	746	746	(746)	0%
SCAG Memberships	13,500	12,313	1,187	91%	-	12,313	1,187	91%
Capital Outlay	100,000	-	100,000	0%	-	-	100,000	0%
RC & Committee Meetings	20,000	7,462	12,538	37%	4,325	11,787	8,213	59%
RC Retreat	15,000	-	15,000	0%	-	-	15,000	0%
RC General Assembly	15,000	-	15,000	0%	-	-	15,000	0%
RC Meeting Stipends	130,000	35,880	94,120	28%	-	35,880	94,120	28%
Letter of Credit Interest	250,000	9,788	240,212	4%	-	9,788	240,212	4%
Caltrans Rapid Pay Fees	2,000	450	1,550	23%	-	450	1,550	23%
Cash Contributions to Projects	6,500	47,540	(41,040)	731%	-	47,540	(41,040)	731%
Travel	21,000	3,192	17,808	15%	-	3,192	17,808	15%
Travel - Event Registration	3,000	2,233	767	74%	-	2,233	767	74%
AMPO Board Expense	1,000	-	1,000	0%	-	-	1,000	0%
RC Special Projects	40,000	30,038	9,962	75%	4,461	34,499	5,501	86%
	617,000	148,896	468,104	24%	9,532	158,428	458,572	26%
Grand totals:	1,126,999	275,096	851,903	24%	363,630	638,726	488,273	57%